SIMS Learning Gateway Parent and Carer User Guide

Introduction

SIMS Learning Gateway (SLG) is an internet-based platform which gives students and parents/guardians secure access to the student's personal data from our School Information Management System (SIMS). This system allows you to view your child's timetable, attendance, behaviour/achievement points, school reports and homework live 24 hours a day on an easy to use website. Access to the SLG is strictly controlled and only adults with parental responsibility and students will be allowed access to this data.

The school must hold a **valid, current email address** for you to be set up for SLG. Please ensure that you advise the school office of any changes in important information as soon as possible, including any changes to email addresses.

Please ensure that you keep a record of your username.

System requirements

In order to access the SLG Parent site, you need a reliable internet connection. We recommend Microsoft Internet Explorer as the web browser to use SLG.

SLG Security

The data stored is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your username and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted. If the option is available, do not select the **Remember my password** check box when logging into the site because this would enable anyone with access to your computer to log into the site.

As a security feature, if you log in and do not use the site for a short amount of time, when you attempt to use it, the site will take you back to a blank log in page and you will need to log in again. Always log out of the website when you have finished using it.

Initial log-in

The following instructions are for initial log-in. Future log-ins will follow the same process but will not require you to select **I want to change my password after logging in**.

1. Access the Saint George's School home page by typing in the address bar of Internet Explorer: http://www.saintgeorgescofe.kent.sch.uk/ and press enter.
   Select **Parents**, **SIMS Learning Gateway** at the top of the page by hovering the mouse over the drop down arrow and selecting the option:

2. Using the username and password that you have been issued with, in the first box type in your SLG username, in the next box type in your password, select I want to change my password after logging on and click Sign In.

SIMS LEARNING GATEWAY
Type your username here
Type your password here
Security:
This is a public or shared computer
This is a private computer
I want to change my password after logging on
Select this on initial log in only
Click Here if you have forgotten your password.
SIGN IN
Click to sign in

Password criteria

You will now be prompted to change your password to something more memorable to you. The new password must comply with the following conditions:

- 1 English upper case character (A through to Z)
- 1 English lower case character (a through to z)
- 1 number (0 through to 9), or symbol (non-alphabetic characters such as !, $, # or %)
- Minimum of 6 characters in length
- Must not contain your account name or parts of your account name that exceeds two consecutive characters

Please note the password has to be changed at least once every 180 days and 3 previous passwords are remembered by the system and cannot be re-used.

3. Enter the password you were issued with into the **Old password** box, enter your new password into the **New password** box and the **Confirm new password** box, then click **Change Password** as per the screenshot below:

CAPITA
CHILDREN'S SERVICES
Your password has expired and must be changed. Please change your password now. Your new password must meet the complexity requirements which can be found by Clicking Here.
Old password:
New password:
Confirm new password:
Change Password
Enter your initial password here
Enter your new password here
Enter your new password here
Click Change Password
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If your new password is accepted, you will see the following screen:

CAPITA
CHILDREN'S SERVICES
Your password was changed. You should be redirected automatically to the previous URL. If you are not redirected, click Continue.
Continue
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Like many websites, this service uses software cookies. By logging in you are accepting cookies that will be installed on your computer. For further details on our cookie policy and to read our full privacy statement please Click Here. Capita reserves the right to monitor and / or record the use by any person of Capita networks and / or systems and to take action as appropriate to ensure such use complies with the conditions of use.

If your change of password is not successful, you will be given the reason why and you will have the opportunity to try again:

CAPITA
CHILDREN'S SERVICES
The password supplied does not meet the minimum complexity requirements. Please try again.
Your password has expired and must be changed. Please change your password now. Your new password must meet the complexity requirements which can be found by Clicking Here.
Old password:
New password:
Confirm new password:
Change Password
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Like many websites, this service uses software cookies. By logging in you are accepting cookies that will be installed on your computer. For further details on our cookie policy and to read our full privacy statement please Click Here. Capita reserves the right to monitor and / or record the use by any person of Capita networks and / or systems and to take action as appropriate to ensure such use complies with the conditions of use.

Please ensure that the old password is entered correctly and that the new password meets the criteria listed on page 2.

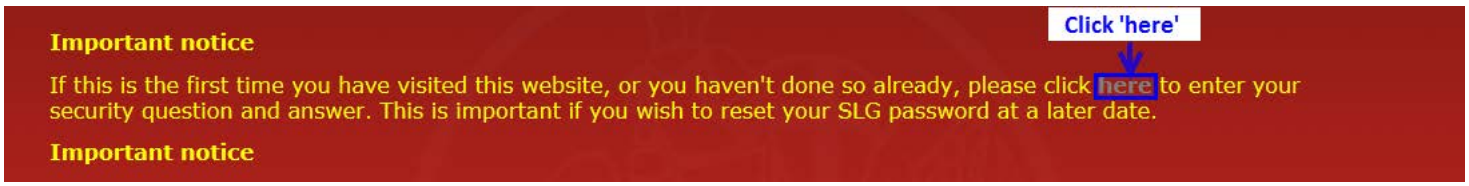
Please note: when logging in to SLG you must login successfully within 5 attempts, or your account will become locked, without any alerts. You will need to wait for a period of at least 1 hour before you will be able to try again; if you have set your security question, you will be able to request a new password after 1 hour, please refer to the instructions on page 7.

4. **Now immediately set your security question and answer; this is the <u>only</u> way you will be able to reset your password <u>yourself</u> if you forget it.**

Setting up a security question and answer

This must be performed immediately after first logging into the site. You can change your security question and answer at any time by following the instructions below:

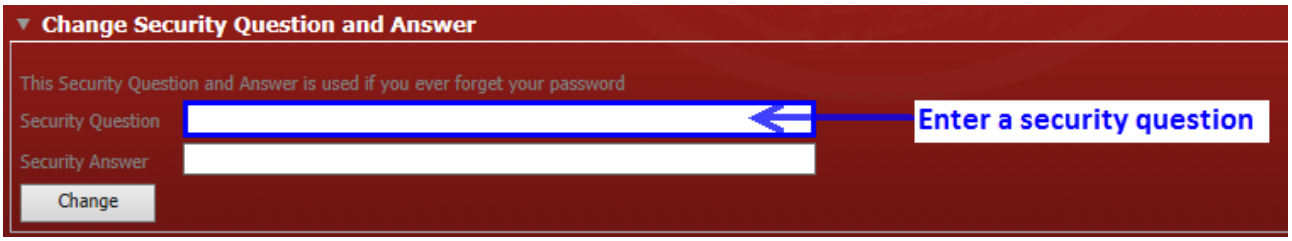
1. To access the security question and answer section please either follow the prompt on the SLG home page:


Click 'here'
Important notice
If this is the first time you have visited this website, or you haven't done so already, please click here to enter your security question and answer. This is important if you wish to reset your SLG password at a later date.
Important notice

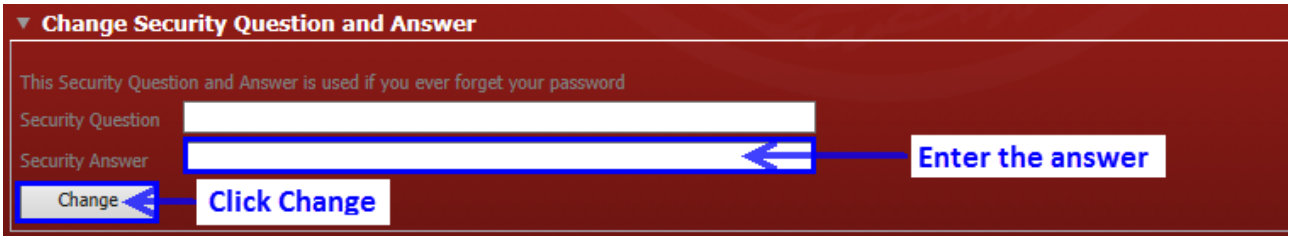
Or on the left hand side of the page, click on the **My SLG Account** link beneath **PARENTS SITE**:

2. Enter a question into the **Security Question** field.

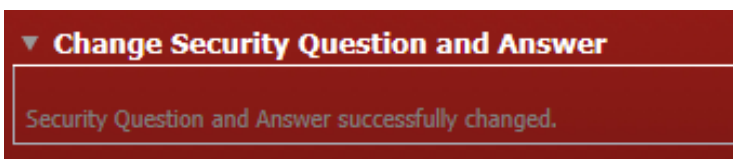
The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your mother's maiden name, your first school or favourite pet.


Change Security Question and Answer
This Security Question and Answer is used if you ever forget your password
Security Question
Enter a security question
Security Answer
Change

3. Enter the answer in the **Security Answer** field and click Change:


Change Security Question and Answer
This Security Question and Answer is used if you ever forget your password
Security Question
Security Answer
Enter the answer
Change
Click Change

If the question and answer is accepted you will see the following screen:

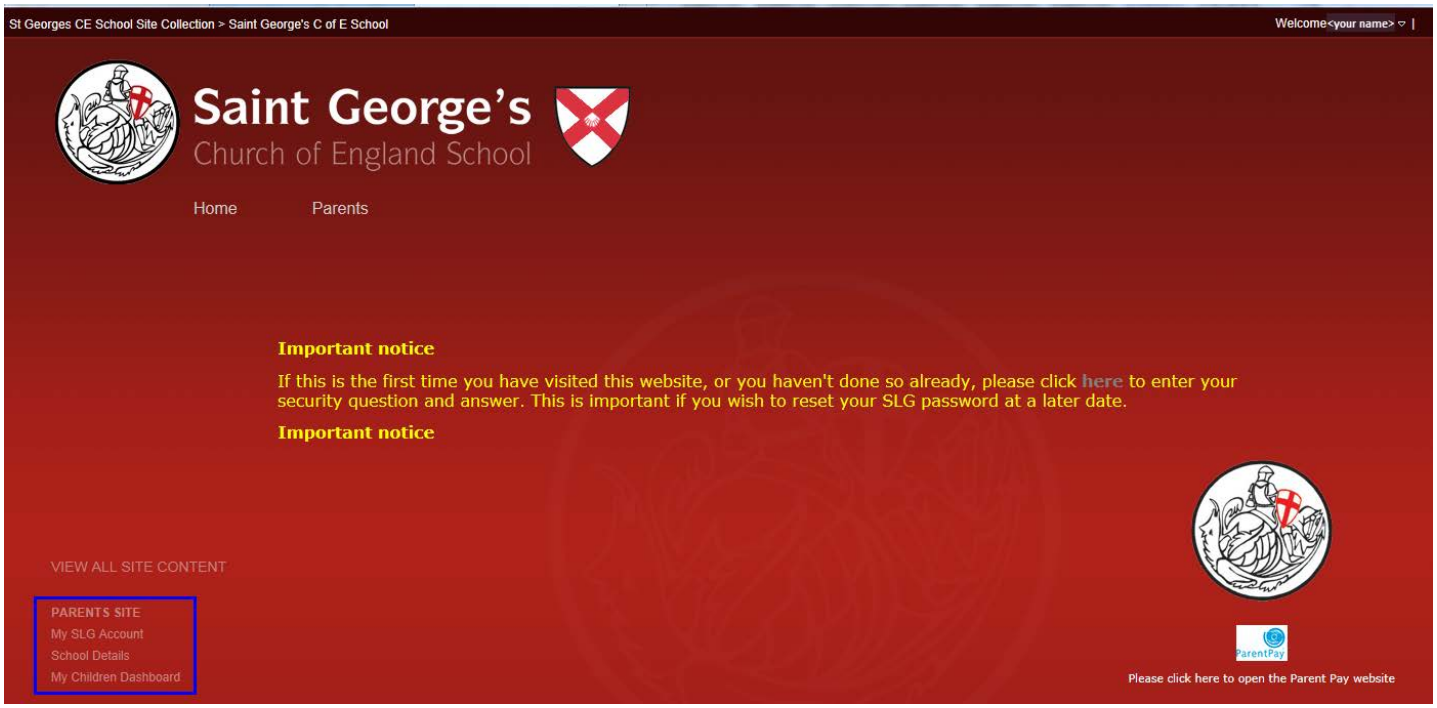


If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

Introduction to the SLG home page

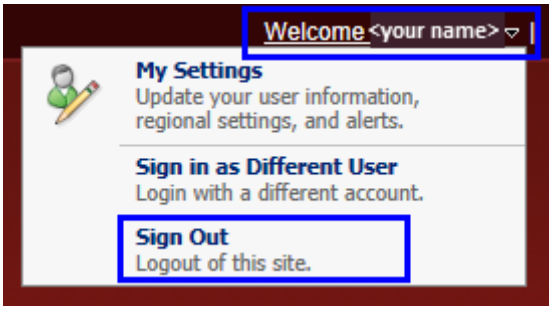
When you log into SLG, the home page is displayed.

Announcements are displayed on the home page and parent-specific links are on the left hand side of the screen.


St Georges CE School Site Collection > Saint George's C of E School
Welcome<your name>
Saint George's
Church of England School
Home
Parents
Important notice
If this is the first time you have visited this website, or you haven't done so already, please click here to enter your security question and answer. This is important if you wish to reset your SLG password at a later date.
Important notice
VIEW ALL SITE CONTENT
PARENTS SITE
My SLG Account
School Details
My Children Dashboard
ParentPay
Please click here to open the Parent Pay website

Log out of SLG

1. Click on the **User Menu** at the top of the page, where it says **Welcome <your name>**.
2. Click **Sign Out**:



3. Click **Close Window** to close the browser window:

CAPITA
CHILDREN'S SERVICES
You have successfully logged off from ISA Server. We recommend that you close all browser windows at this time.
Close Window
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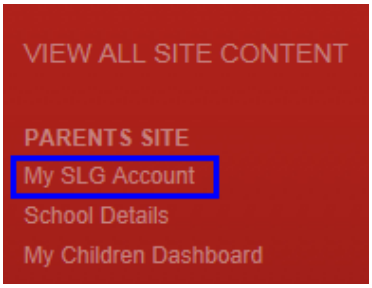
My SLG Account

Click the **My SLG Account** link on the home page.

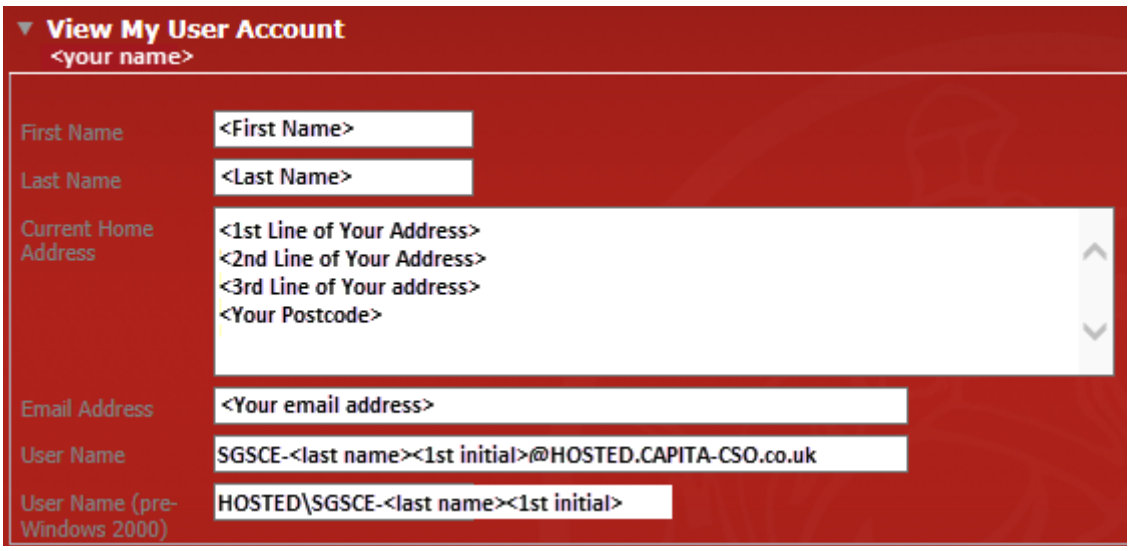


From here you can:

- view your personal details
- change your password
- change your security question and answer

View your user account details

The **View My User Account** panel displays your details as stored by SIMS. If any of these details are incorrect, please email offadmin@saintgeorgescofe.kent.sch.uk.



Changing your password

1. Click **Change My User Account Password**
2. In the panel that appears, enter your **Old Password** and your **New Password**, re-enter your **New Password** and click **Change.** Please ensure your new password meets the criteria listed on page 2.

If your change of password is not successful, you are given the reason why and the opportunity to try again.

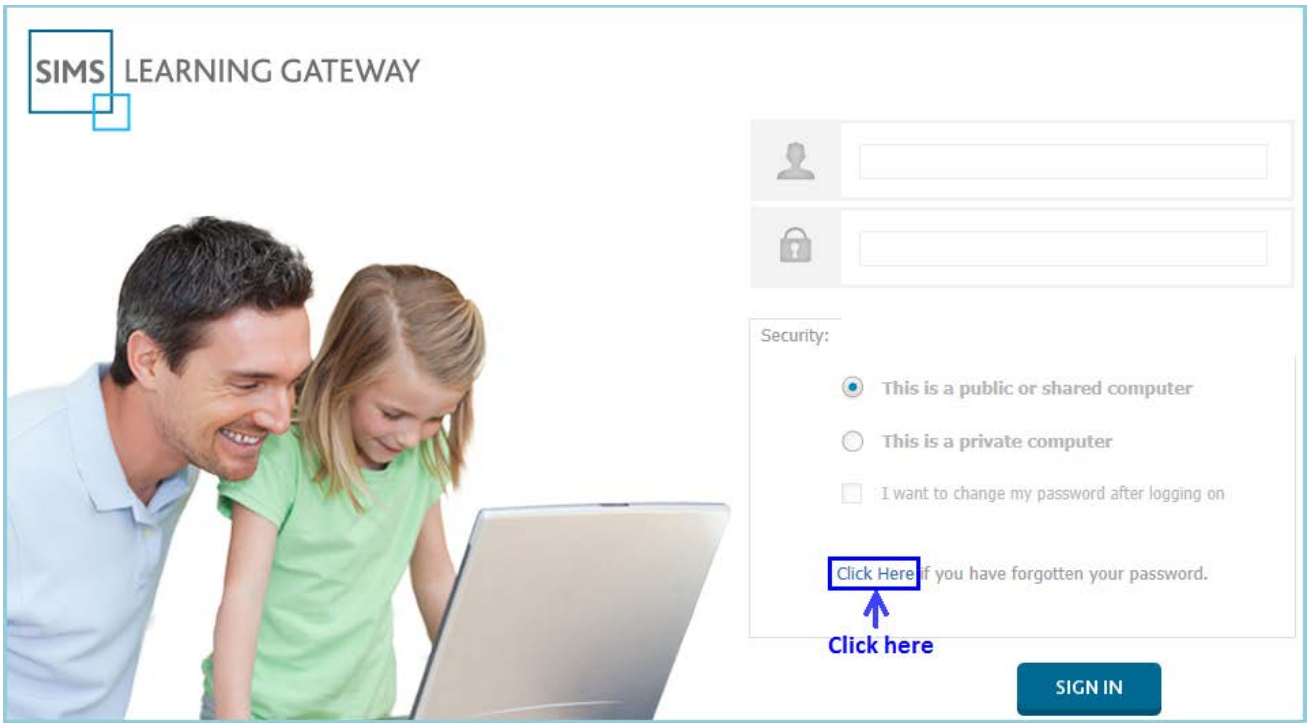
Changing your security question and answer

Please refer to the instructions on page 4.

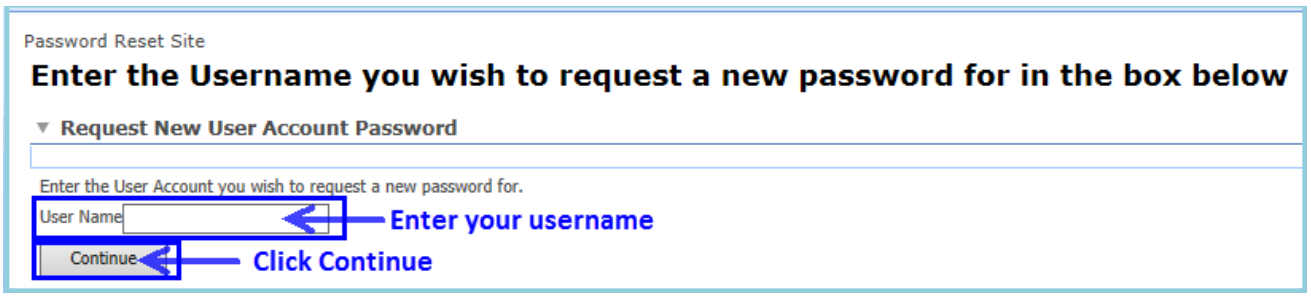
Forgotten your password

1. Go to the log on page via the Saint George's School home page http://www.saintgeorgescofe.kent.sch.uk/. Select **Parents**, **SIMS Learning Gateway** at the top of the page by hovering the mouse over the drop down arrow and selecting the option:

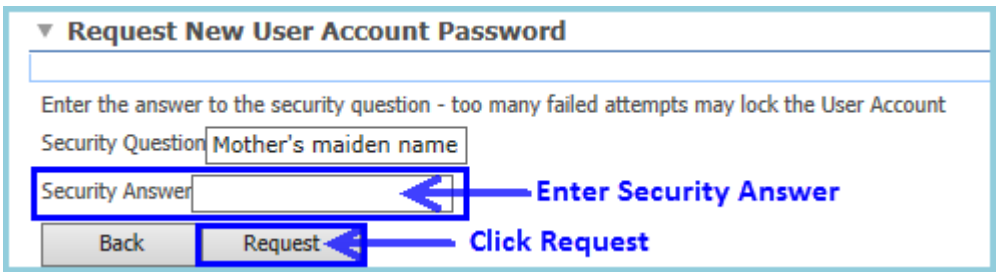
2. Click **Here** to go to the **Request New User Account Password** page:


SIMS LEARNING GATEWAY
Security:
This is a public or shared computer
This is a private computer
I want to change my password after logging on
Click Here if you have forgotten your password.
Click here
SIGN IN

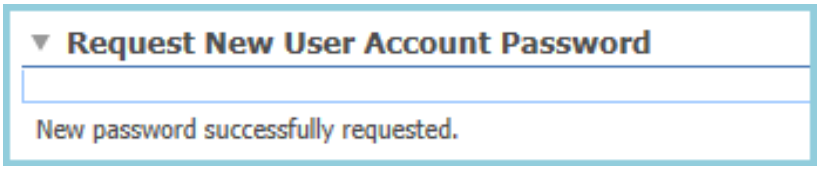
3. Enter your **Username** (**SGSCE-<last name><first initial**>, for example SGSCE-brownj) and click **Continue:**


Password Reset Site
Enter the Username you wish to request a new password for in the box below
Request New User Account Password
Enter the User Account you wish to request a new password for.
User Name
Enter your username
Continue
Click Continue

4. Enter your **Security Answer** to the **Security Question** and click **Request:**


Request New User Account Password
Enter the answer to the security question - too many failed attempts may lock the User Account
Security Question
Mother's maiden name
Security Answer
Enter Security Answer
Back
Request
Click Request

If the password is requested successfully, the following message is displayed and your new password is emailed to you:



The email will be sent from Learning-Gateway@capita-cso.co.uk. You should use this new password, together with your username, to log in to SLG and you will need to change your password, (please refer to the instructions on page 1).

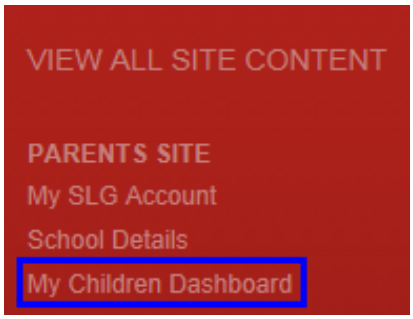
Please note: if your user account has no email address associated with it, or you have attempted and failed to answer the security question, you are advised to contact the school for assistance, please email slg@saintgeorgescofe.kent.sch.uk.

My children dashboard

The **My Children Dashboard** displays key information about your child or children and contains 5 main areas:

- latest announcements
- headlines
- today's attendance
- events
- my children links

Click on the **My Children Dashboard** link on the home page:

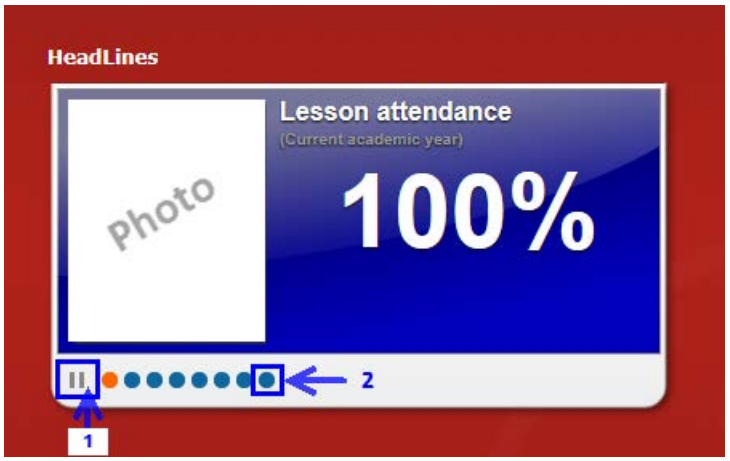


Latest announcements

The **Latest Announcements** panel displays school and parent related announcements on an animated banner. To view a complete announcement list, click the announcement text:

Headlines

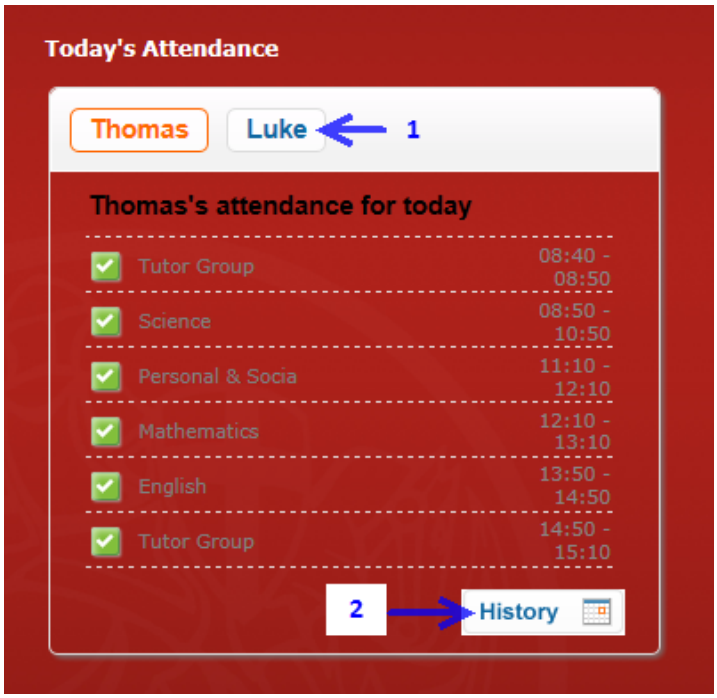
The **Headlines** panel displays important information about your child/children at a glance in a small slideshow presentation. Information includes lesson attendance, lesson lateness, total achievement points and total behaviour points, as well as some other key data, based on the current school year.



1	Click pause to pause the slideshow, or click the arrow to play the slideshow.
2	Click a circle to view an individual headline.

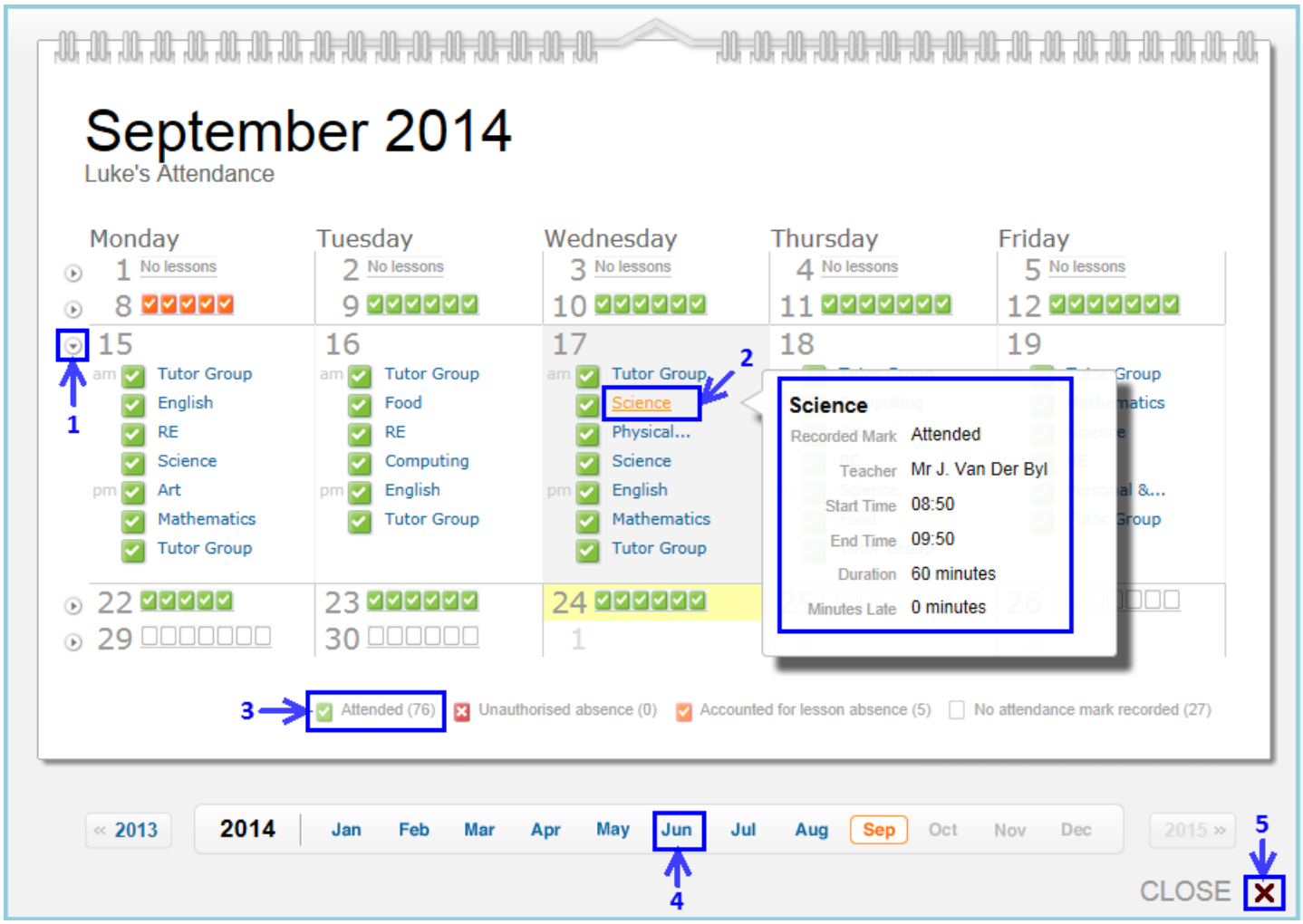
Today's attendance

The **Today's Attendance** panel displays the attendance information for your child / children for the current day. If you have more than one child attending the school, to view attendance information for a different child, click their name. To view your child's attendance history, click the History hyperlink.



1	Click a child's name to display their attendance information.
2	Click the **History** link to display more attendance information.

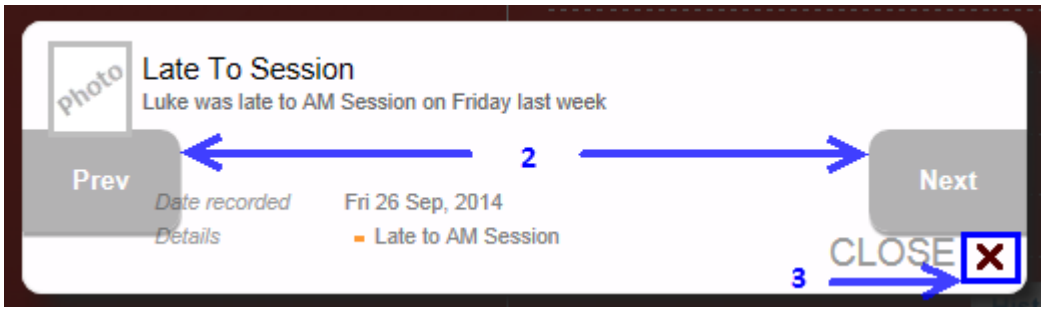
Attendance History



1	Click a triangle to expand the week and view the lessons.
2	Click a lesson to view the details, including the attendance mark recorded for your child.
3	Displays the total number of attendance marks recorded in the month selected.
4	Navigate to a different month or year by clicking the desired month name or year.
5	Click the cross to close the **History** screen.

Events

The **Events** panel displays current information in relation to the last 7 days in a number of areas such as lateness, unauthorised absences, achievements and behaviour incidents.



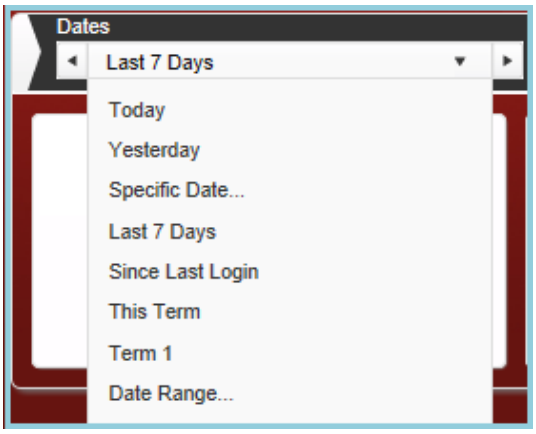
1	Click the **More Details** hyperlink to display all the information about the event.
2	Move the cursor over the left or right hand side of the box to reveal navigation tabs and click to navigate to other events as required.
3	Click the **Close** button to return to the **My Children Dashboard**.

Filtering events by date range

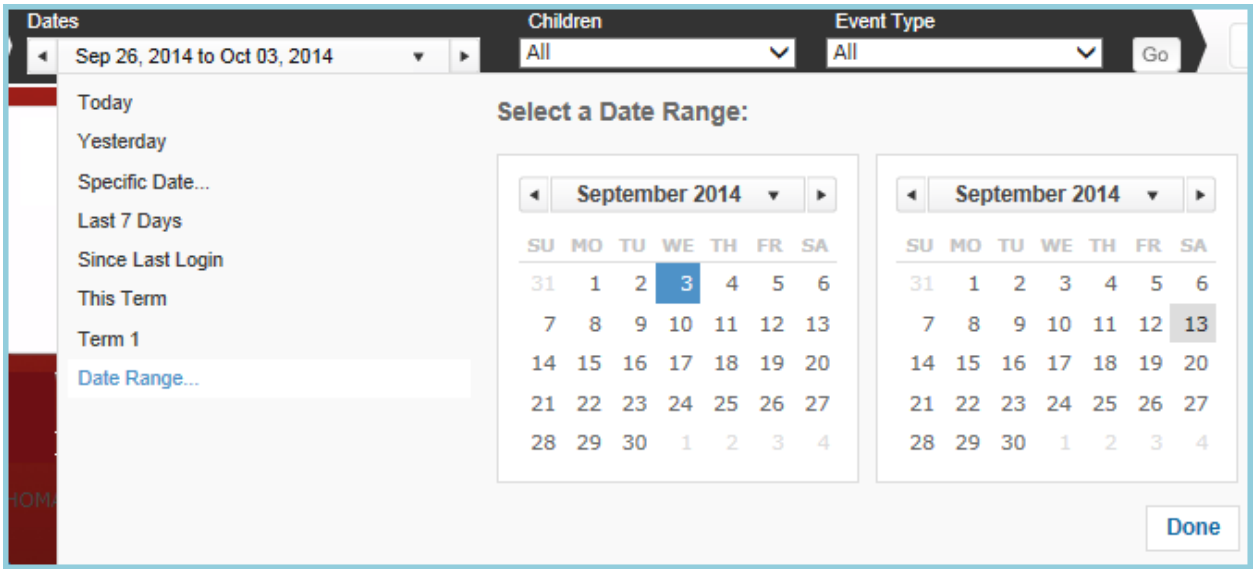
To filter events by date range:

1. Click the **Filter** button.

2. Select the desired date range from the **Dates** drop-down list.



3. To choose a particular date range, click **Date Range** and select the required start and end dates.

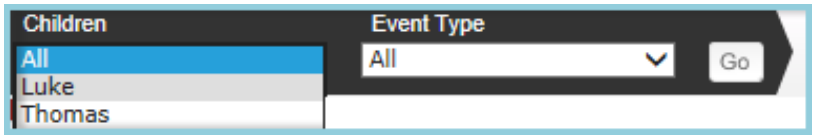

Dates
Sep 26, 2014 to Oct 03, 2014
Children
All
Event Type
All
Go
Today
Yesterday
Specific Date...
Last 7 Days
Since Last Login
This Term
Term 1
Date Range...
Select a Date Range:
September 2014
SU MO TU WE TH FR SA
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
September 2014
SU MO TU WE TH FR SA
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
Done

Filtering events by child or event type

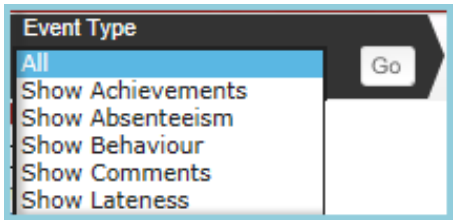
To filter the displayed events by individual child or by event type:

1. Click the **Filter** button.

2. To filter by child, choose the child from the **Children** drop-down list and click the **Go** button.

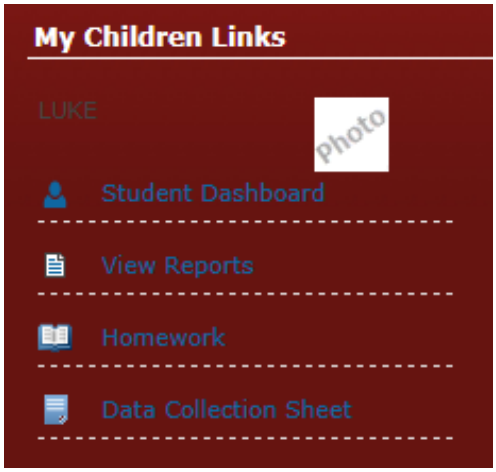


3. To filter by event type, choose the event type from the **Event Type** drop-down list and click the **Go** button.

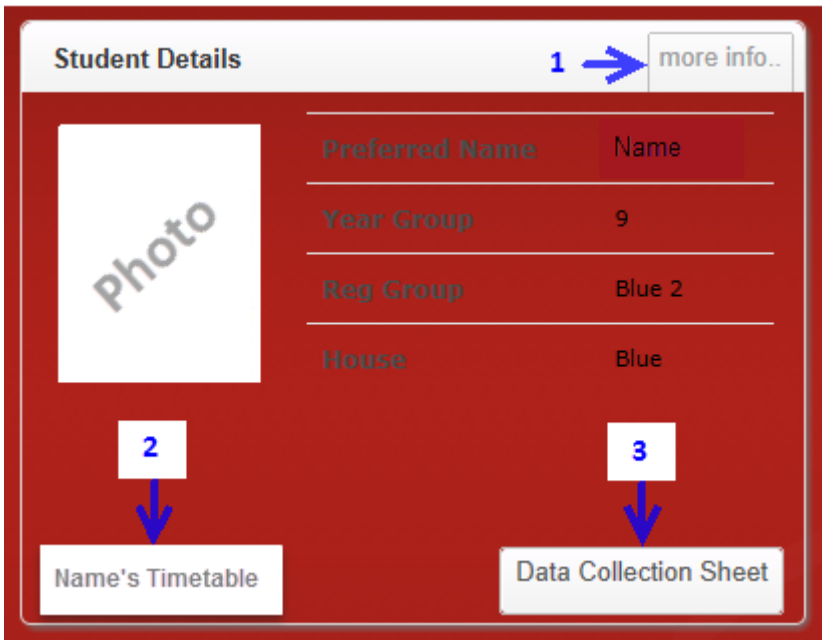


My Children Links
The **My Children Links** panel provides the following hyperlinks:

- Student Dashboard
- View Reports
- Homework
- Data Collection Sheet



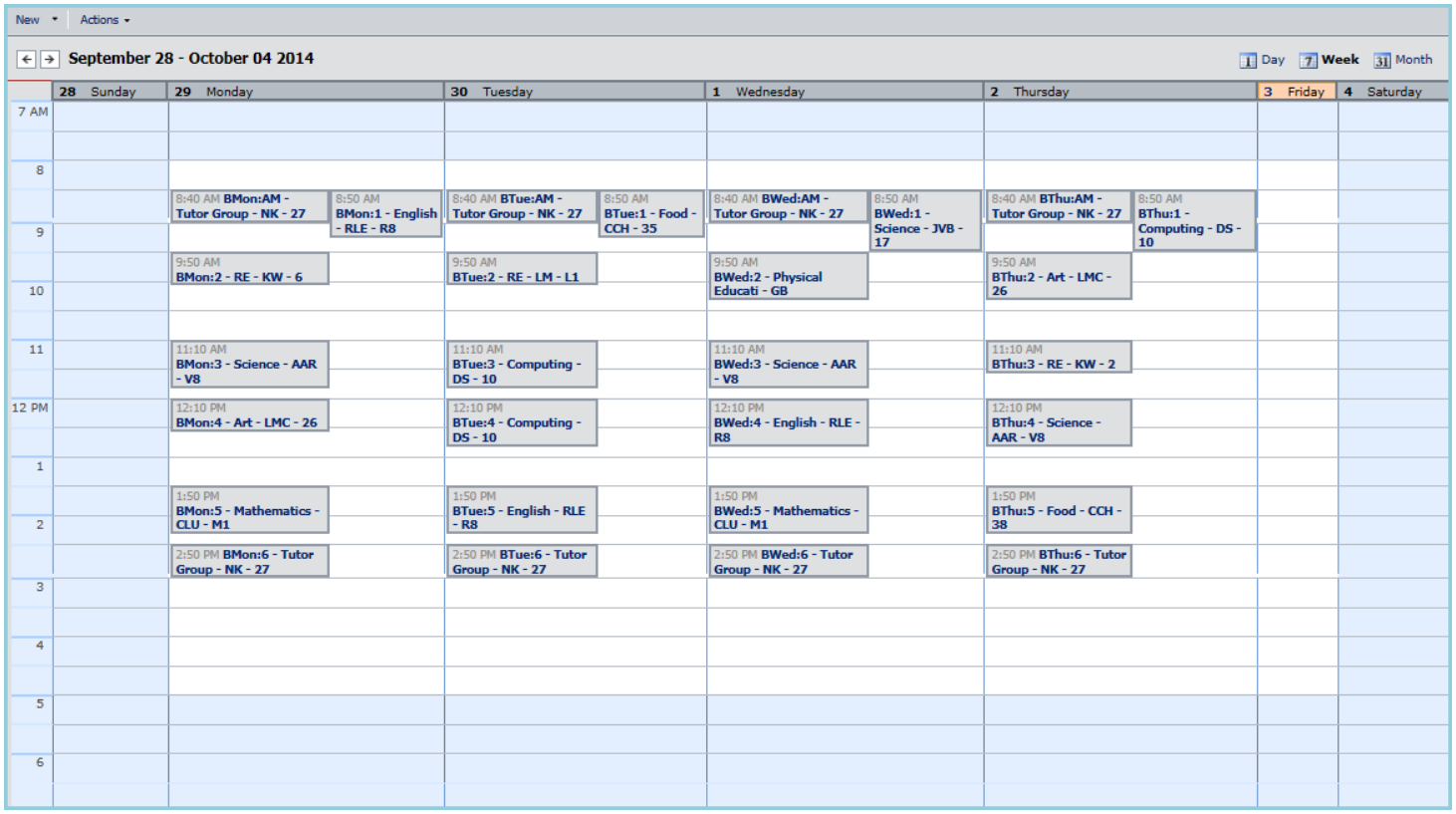
Student Dashboard
Student Details
The **Student Details** panel displays your child's photo and details.



1	Click the **more info** hyperlink to display all the information stored on SIMS about your child.
2	Click on **Timetable** to view your child's timetable.
3	Click on **Data Collection Sheet** to submit changes to important details about your child or children to the school, (this takes you directly to the Data Collection Sheet wizard, see page 19 for more information).

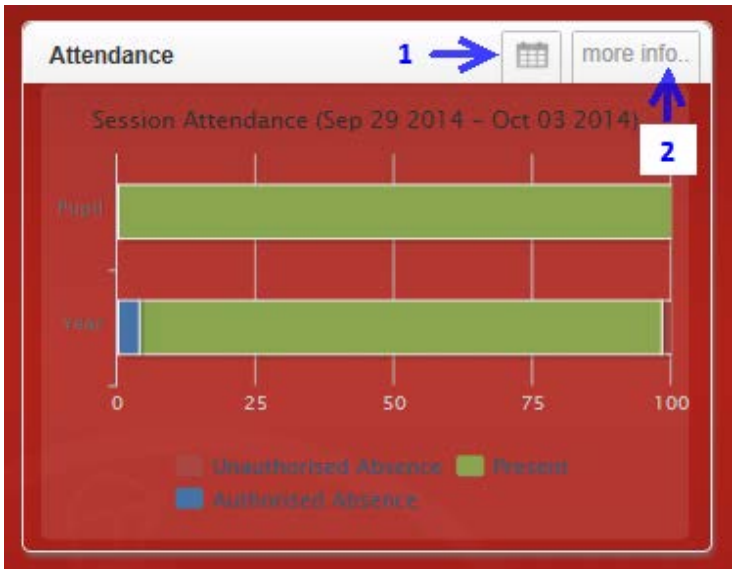
Student timetable (2)

The **Timetable** page provides a calendar function containing your child's timetable. To change the view of the timetable, click the **Day**, **Week** or **Month** buttons. To change the date range being displayed, click the **Previous Week** and **Next Week** scroll buttons beside the date (←, →).


New
Actions
September 28 - October 04 2014
Day
Week
Month
28 Sunday
29 Monday
30 Tuesday
1 Wednesday
2 Thursday
3 Friday
4 Saturday
8:40 AM BMon:AM - Tutor Group - NK - 27
8:50 AM BMon:1 - English - RLE - R8
9:50 AM BMon:2 - RE - KW - 6
11:10 AM BMon:3 - Science - AAR - V8
12:10 PM BMon:4 - Art - LMC - 26
1:50 PM BMon:5 - Mathematics - CLU - M1
2:50 PM BMon:6 - Tutor Group - NK - 27
8:40 AM BTue:AM - Tutor Group - NK - 27
8:50 AM BTue:1 - Food - CCH - 35
9:50 AM BTue:2 - RE - LM - L1
11:10 AM BTue:3 - Computing - DS - 10
12:10 PM BTue:4 - Computing - DS - 10
1:50 PM BTue:5 - English - RLE - R8
2:50 PM BTue:6 - Tutor Group - NK - 27
8:40 AM BWed:AM - Tutor Group - NK - 27
8:50 AM BWed:1 - Science - JVB - 17
9:50 AM BWed:2 - Physical Educati - GB
11:10 AM BWed:3 - Science - AAR - V8
12:10 PM BWed:4 - English - RLE - R8
1:50 PM BWed:5 - Mathematics - CLU - M1
2:50 PM BWed:6 - Tutor Group - NK - 27
8:40 AM BThu:AM - Tutor Group - NK - 27
8:50 AM BThu:1 - Computing - DS - 10
9:50 AM BThu:2 - Art - LMC - 26
11:10 AM BThu:3 - RE - KW - 2
12:10 PM BThu:4 - Science - AAR - V8
1:50 PM BThu:5 - Food - CCH - 38
2:50 PM BThu:6 - Tutor Group - NK - 27

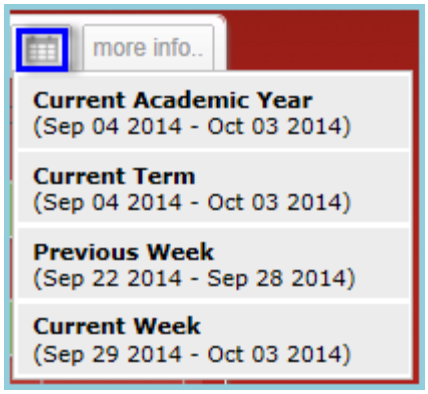
Student attendance

The **Session Attendance** panel displays an analysis of session attendance. A session is morning or afternoon registration. The graph below compares your child's attendance percentages (the **Pupil** graph bar), to the attendance percentages of all students in years 7 to 11 (the **Year** graph bar).



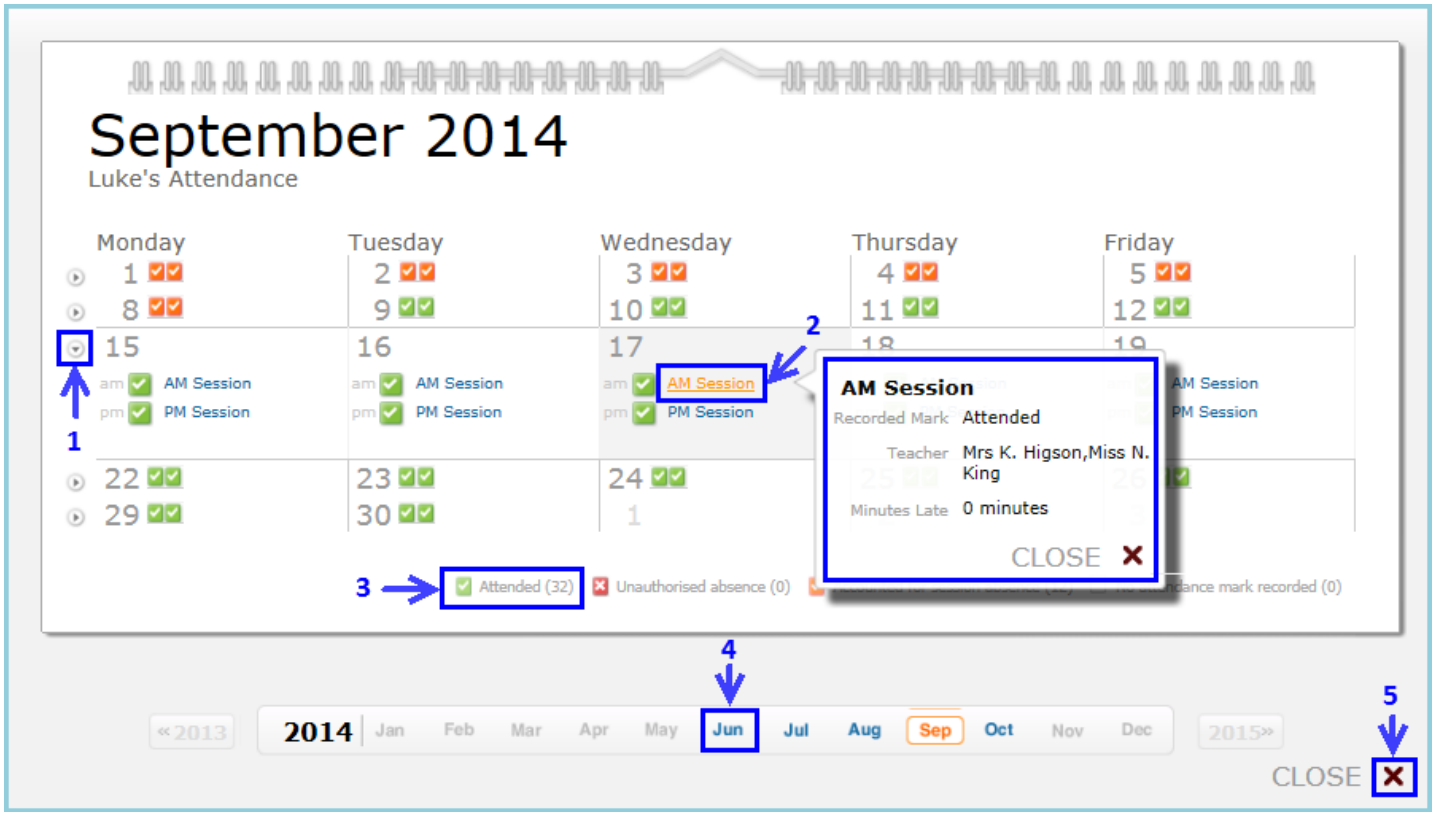
1	Click on the calendar icon to select the current week, previous week, current academic year or term.
2	Click the **more info** tab to display details of attendance in a calendar view.

Attendance - calendar tab (1)


more info..
Current Academic Year
(Sep 04 2014 - Oct 03 2014)
Current Term
(Sep 04 2014 - Oct 03 2014)
Previous Week
(Sep 22 2014 - Sep 28 2014)
Current Week
(Sep 29 2014 - Oct 03 2014)

Select a date range as required to view a summary of attendance sessions.

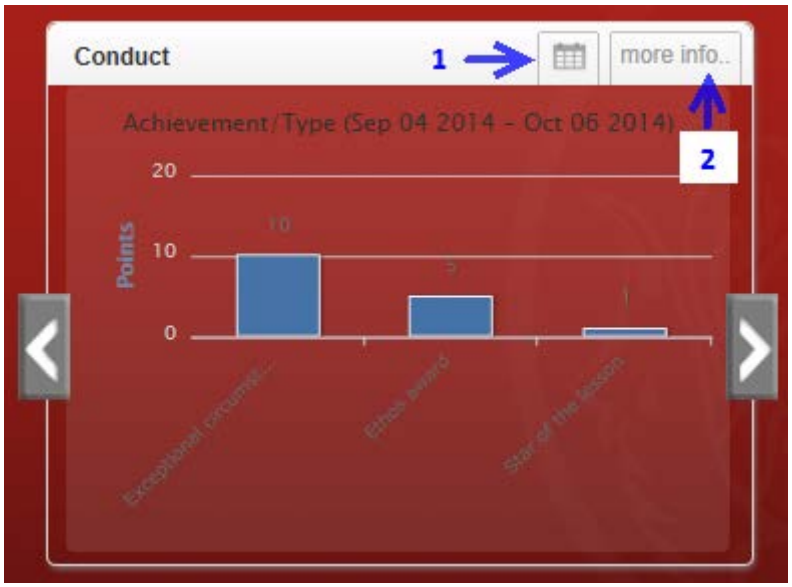
Attendance - more info (2)



1	Click a triangle to expand the week and view the sessions.
2	Click a session to view the details, including the attendance mark recorded for your child.
3	Displays the total number of attendance marks recorded in the month selected.
4	Navigate to a different month or year by clicking the desired month name or year.
5	Click the cross to close the **more info** screen.

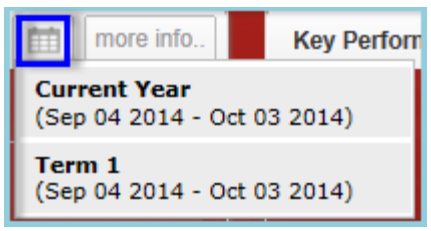
Student conduct

The **Conduct** summary provides details of achievement and behaviour points for the current academic year. Information is shown by weeks and achievement types; to switch between the views, click the scroll buttons either side of the screen (<, >).



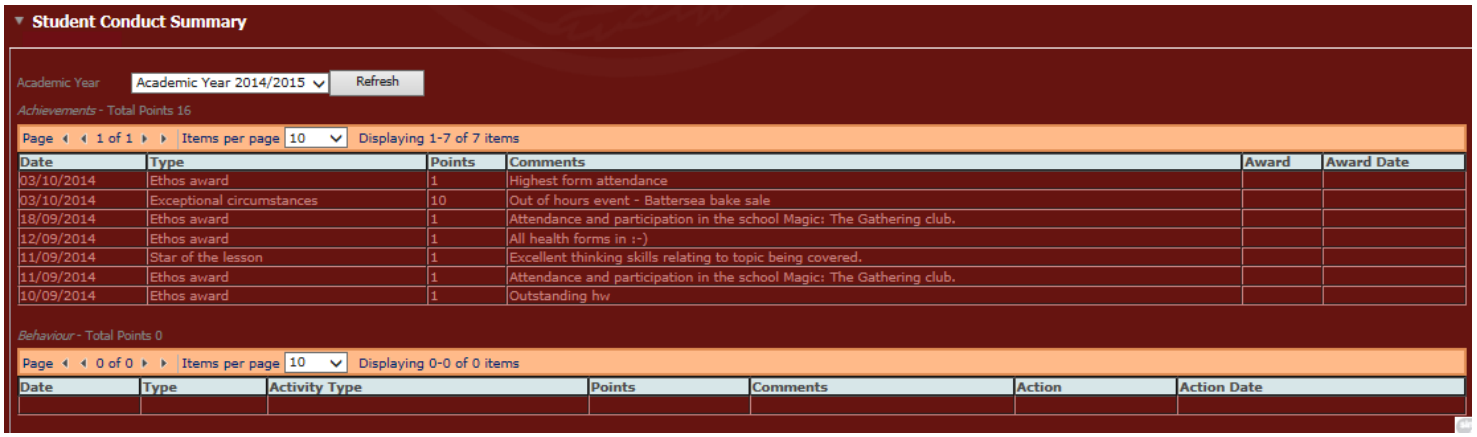
1	Click on the calendar icon to select the current year, or a specific term.
2	Click the **more info** tab to show further details of conduct points.

Conduct – calendar tab (1)



Select a year or term as required.

Conduct – more info tab (2)



Student Conduct Summary

Academic Year: Academic Year 2014/2015 — Refresh

Achievements - Total Points 16

Page 1 of 1 | Items per page 10 | Displaying 1-7 of 7 items

Date	Type	Points	Comments	Award	Award Date
03/10/2014	Ethos award	1	Highest form attendance		
03/10/2014	Exceptional circumstances	10	Out of hours event - Battersea bake sale		
18/09/2014	Ethos award	1	Attendance and participation in the school Magic: The Gathering club.		
12/09/2014	Ethos award	1	All health forms in :-)		
11/09/2014	Star of the lesson	1	Excellent thinking skills relating to topic being covered.		
11/09/2014	Ethos award	1	Attendance and participation in the school Magic: The Gathering club.		
10/09/2014	Ethos award	1	Outstanding hw		

Behaviour - Total Points 0

Page 0 of 0 | Items per page 10 | Displaying 0-0 of 0 items

Date	Type	Activity Type	Points	Comments	Action	Action Date

Our School Values and Expectations:	
1	We are in the right place, at the right time, with the right equipment
2	We listen to staff, other students and co-operate with their reasonable requests
3	We respect everyone's right to feel safe, enjoy and achieve
4	We respect our school environment
5	We are responsible for our own actions

Key Performance Indicators and **Assessment** screens are not in use.

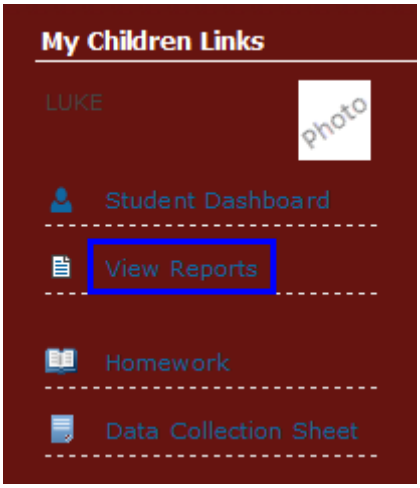
View reports

School reports published to SIMS Learning Gateway can be accessed via the **View Reports** link in **My Children Links.**

Please note: if your SIMS Learning Gateway account was created part way through the school year, you will only be able to view reports that are produced after this time. For example, if your account was created in November in Term 2, you will not be able to view the Term 1 report, but you will be able to view all subsequent reports produced.

To view reports:

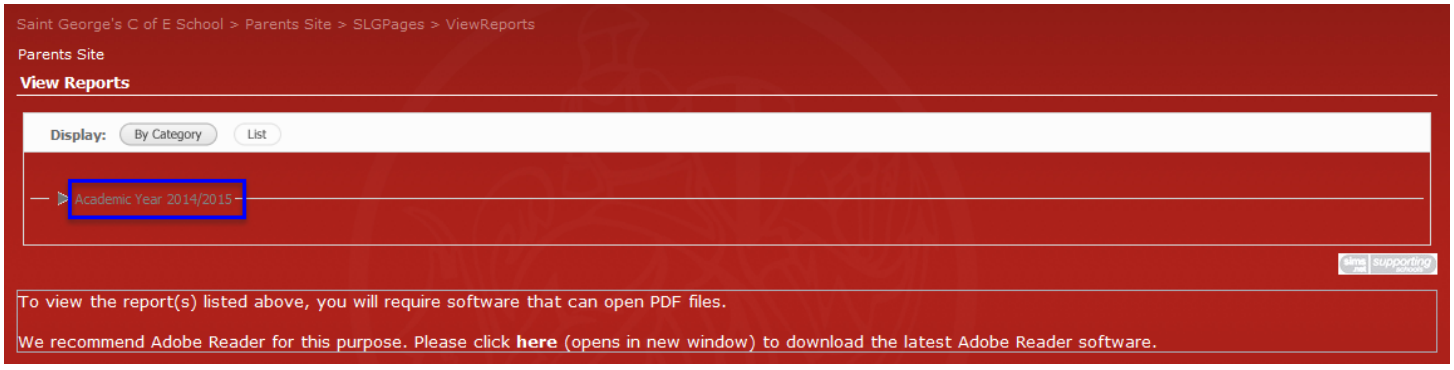
1. Click **View Reports** in **My Children Links:**



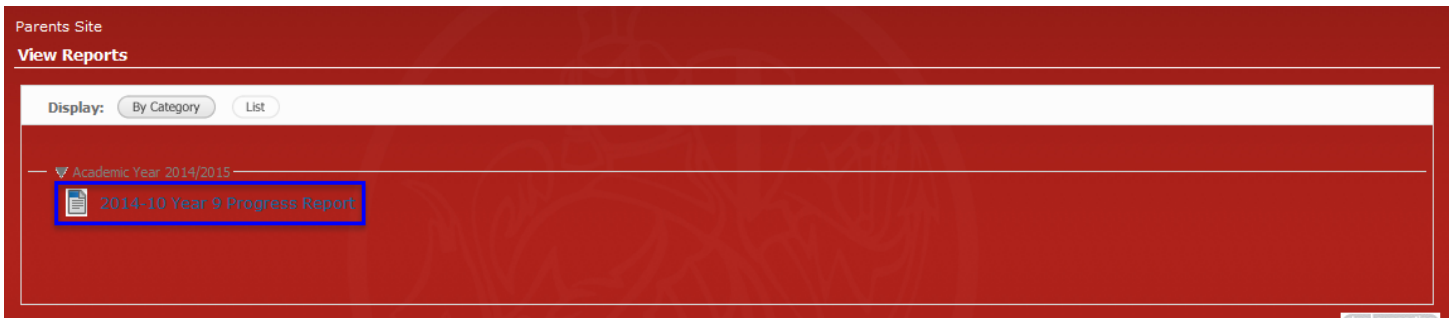
2. Student reports are in PDF format. We recommend Adobe Reader software to view PDF files. If you do not have software that can open PDF files, please click on the link in the window to download the latest Adobe Reader software, then continue to point 3, otherwise go straight to point 3:

Saint George's C of E School > Parents Site > SLGPages > ViewReports
Parents Site
View Reports
Display: By Category List
Academic Year 2014/2015
To view the report(s) listed above, you will require software that can open PDF files.
We recommend Adobe Reader for this purpose. Please click here (opens in new window) to download the latest Adobe Reader software.

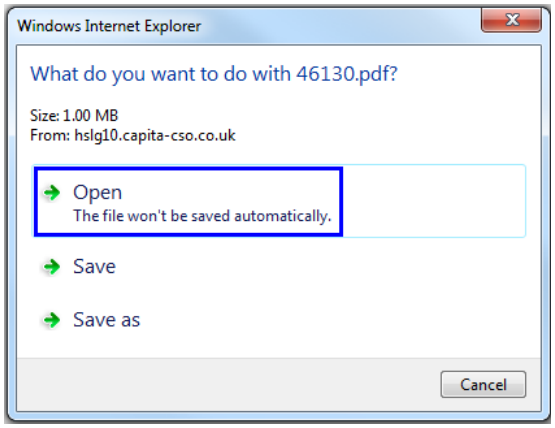
3. Click on the relevant Academic Year:


Saint George's C of E School > Parents Site > SLGPages > ViewReports
Parents Site
View Reports
Display: By Category List
Academic Year 2014/2015
To view the report(s) listed above, you will require software that can open PDF files.
We recommend Adobe Reader for this purpose. Please click here (opens in new window) to download the latest Adobe Reader software.

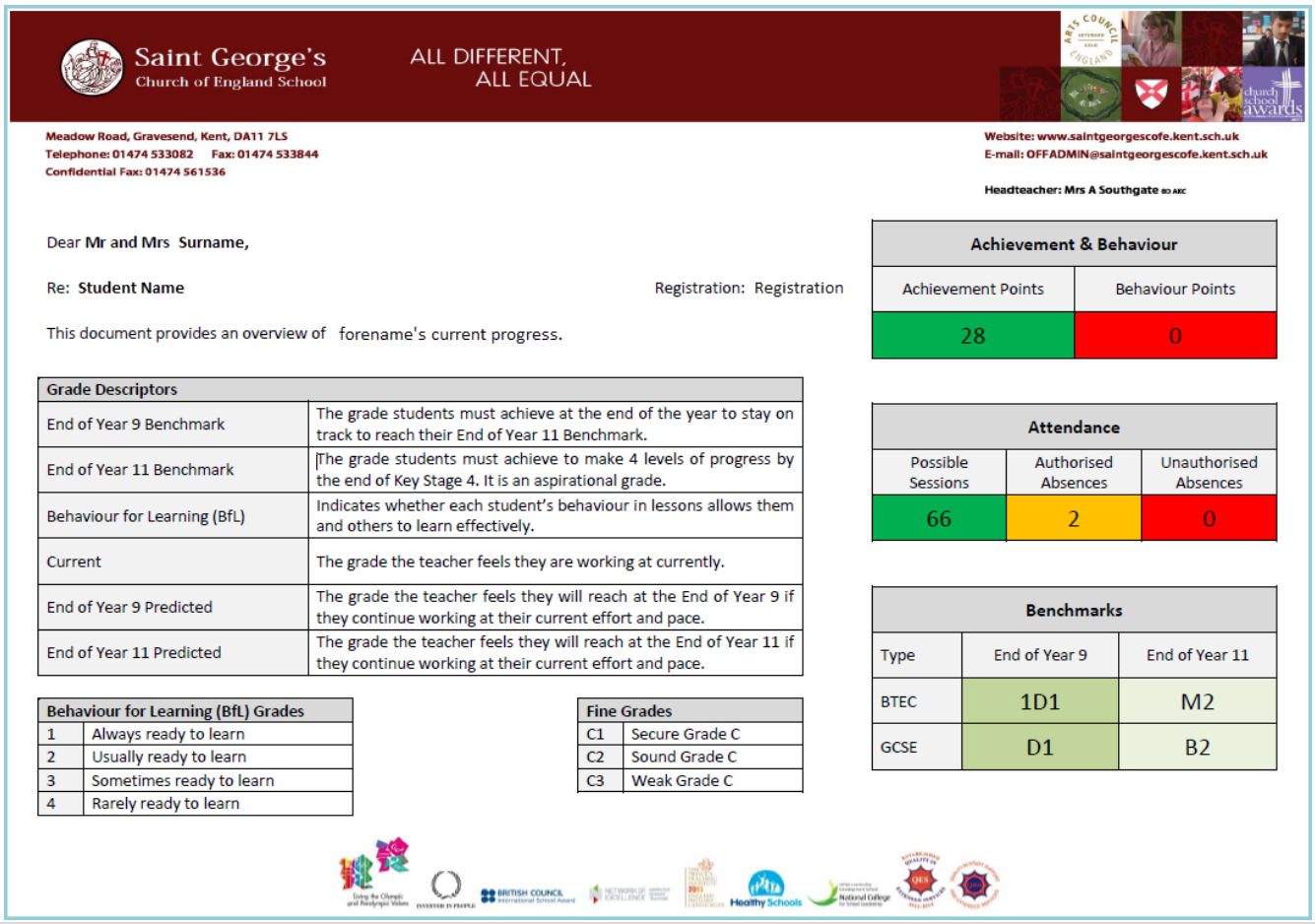
4. Reports are named with the year and month followed by the relevant year group, e.g. **2014-10 Year 9 Progress Report**. Click on the required report:



5. To view the report, click **Open**:



6. This is an example of a year 9 report opened with Adobe Reader:



Saint George's
Church of England School

ALL DIFFERENT,
ALL EQUAL

Meadow Road, Gravesend, Kent, DA11 7LS
Telephone: 01474 533082 Fax: 01474 533844
Confidential Fax: 01474 561536

Website: www.saintgeorgescofe.kent.sch.uk
E-mail: OFFADMIN@saintgeorgescofe.kent.sch.uk

Headteacher: Mrs A Southgate BD ARC

Dear **Mr and Mrs Surname,**

Re: **Student Name** Registration: Registration

This document provides an overview of forename's current progress.

Achievement & Behaviour	
Achievement Points	Behaviour Points
28	0

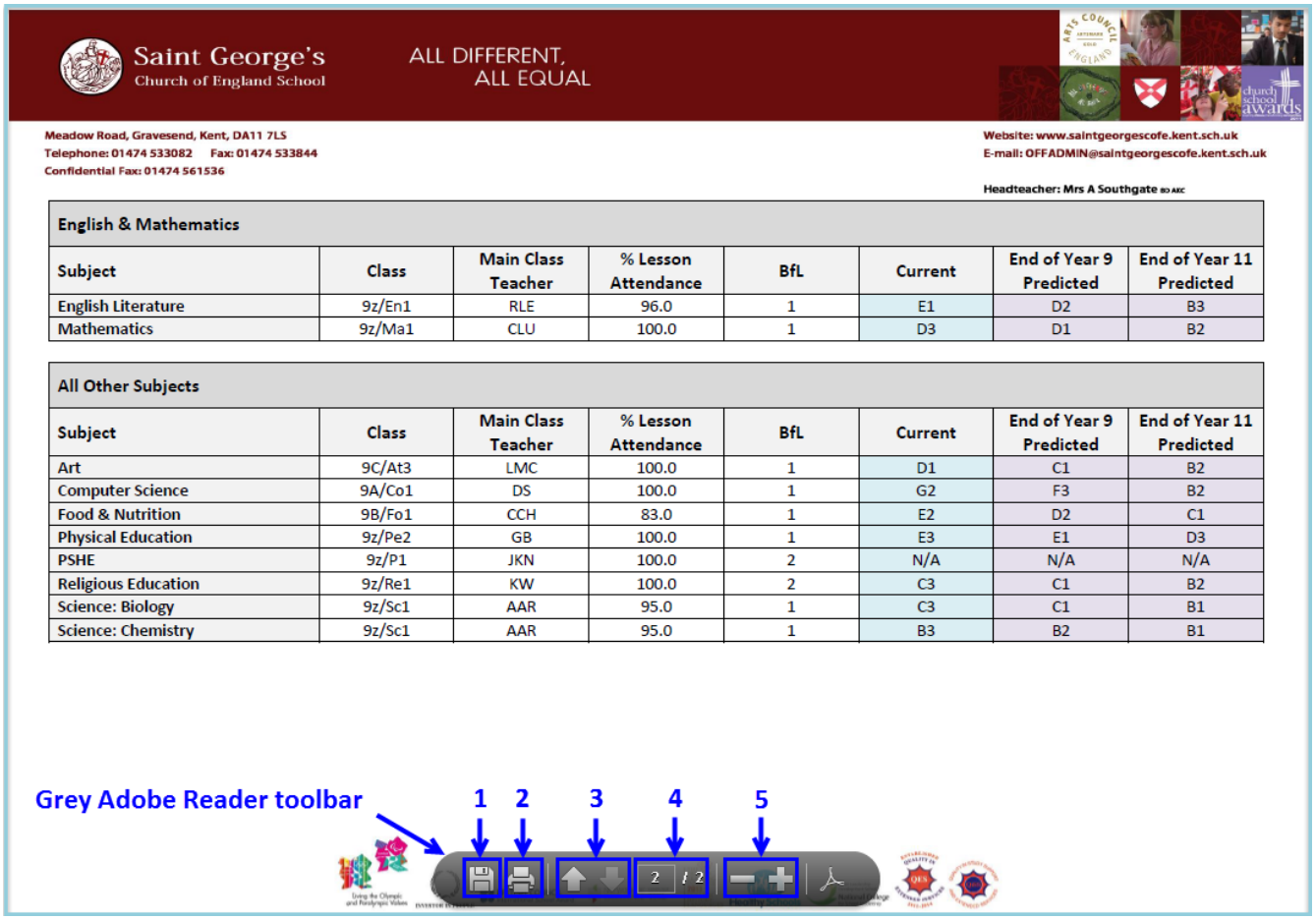
Attendance		
Possible Sessions	Authorised Absences	Unauthorised Absences
66	2	0

Benchmarks		
Type	End of Year 9	End of Year 11
BTEC	1D1	M2
GCSE	D1	B2

Grade Descriptors	
End of Year 9 Benchmark	The grade students must achieve at the end of the year to stay on track to reach their End of Year 11 Benchmark.
End of Year 11 Benchmark	The grade students must achieve to make 4 levels of progress by the end of Key Stage 4. It is an aspirational grade.
Behaviour for Learning (BfL)	Indicates whether each student's behaviour in lessons allows them and others to learn effectively.
Current	The grade the teacher feels they are working at currently.
End of Year 9 Predicted	The grade the teacher feels they will reach at the End of Year 9 if they continue working at their current effort and pace.
End of Year 11 Predicted	The grade the teacher feels they will reach at the End of Year 11 if they continue working at their current effort and pace.

Behaviour for Learning (BfL) Grades	
1	Always ready to learn
2	Usually ready to learn
3	Sometimes ready to learn
4	Rarely ready to learn

Fine Grades	
C1	Secure Grade C
C2	Sound Grade C
C3	Weak Grade C



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Website: www.saintgeorgescofe.kent.sch.uk
E-mail: OFFADMIN@saintgeorgescofe.kent.sch.uk

Headteacher: Mrs A Southgate BD AKC

English & Mathematics

Subject	Class	Main Class Teacher	% Lesson Attendance	BfL	Current	End of Year 9 Predicted	End of Year 11 Predicted
English Literature	9z/En1	RLE	96.0	1	E1	D2	B3
Mathematics	9z/Ma1	CLU	100.0	1	D3	D1	B2

All Other Subjects

Subject	Class	Main Class Teacher	% Lesson Attendance	BfL	Current	End of Year 9 Predicted	End of Year 11 Predicted
Art	9C/At3	LMC	100.0	1	D1	C1	B2
Computer Science	9A/Co1	DS	100.0	1	G2	F3	B2
Food & Nutrition	9B/Fo1	CCH	83.0	1	E2	D2	C1
Physical Education	9z/Pe2	GB	100.0	1	E3	E1	D3
PSHE	9z/P1	JKN	100.0	2	N/A	N/A	N/A
Religious Education	9z/Re1	KW	100.0	2	C3	C1	B2
Science: Biology	9z/Sc1	AAR	95.0	1	C3	C1	B1
Science: Chemistry	9z/Sc1	AAR	95.0	1	B3	B2	B1

Grey Adobe Reader toolbar

1 2 3 4 5

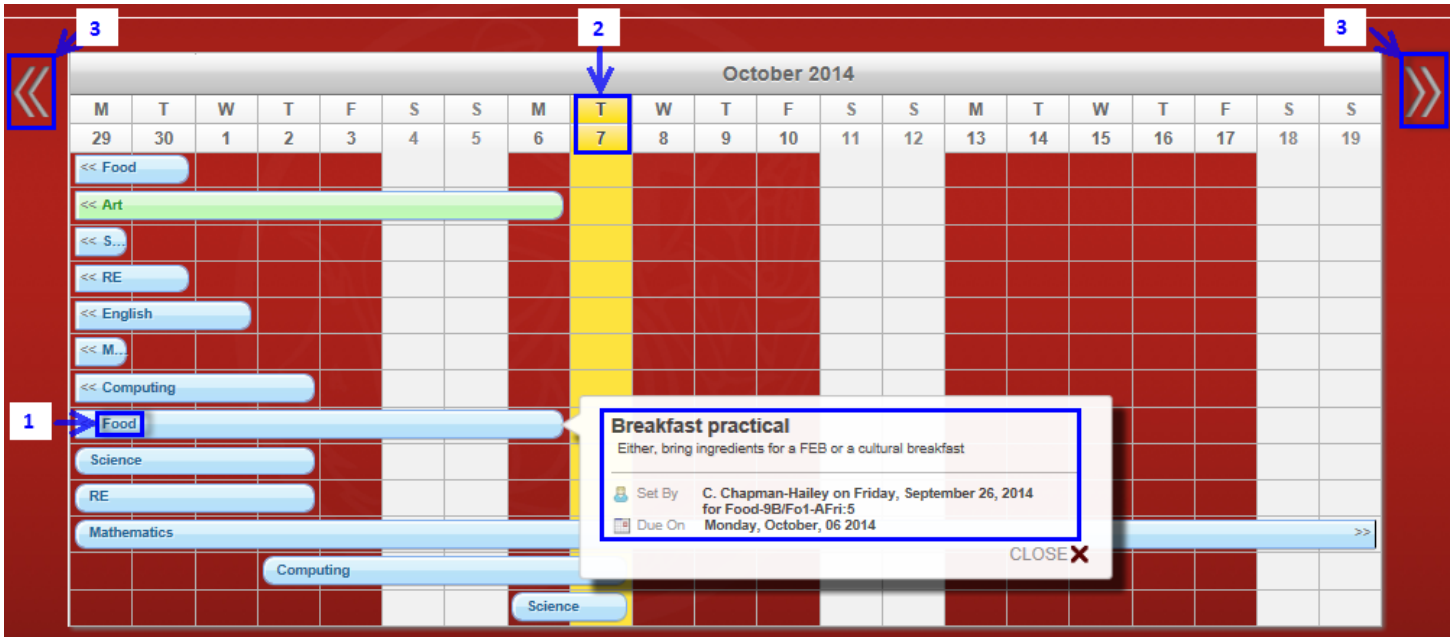
To navigate between pages, move the mouse towards the bottom of the page and a grey toolbar will appear (see the screenshot above). Using this toolbar allows you to save the document, print a copy, navigate between pages and zoom in and out.

1	Click the disc icon to save a copy of the report.
2	Click the print icon to print a copy of the report.
3	Use the arrows to navigate between pages.
4	Shows you which page you are on and the total number of pages.
5	Click **+** to zoom in and **−** to zoom out.

Student homework

Details of homework set can be accessed via the **Homework** link in **My Children Links**

The homework timeline displays homework titles and descriptions for current and previous assignments for your child / children.



The current week, last week and next week are displayed by default. The current day is highlighted. Homework records are displayed according to their due date, with the nearest due date on top.

1	Click the required **homework bar** to display additional homework details**.** A pop up displays the homework title, due date, days left and who set the homework. Click the close button (**X**) to close the pop-up window.
2	The current day is highlighted yellow.
3	Scroll left to view the previous week's homework.
4	Scroll right to view next week's homework.

Data Collection Sheet Information

Introduction

The **Data Collection Sheet** wizard is used to submit changes to important details about your children to school. Your submissions will be reviewed and the updates incorporated into the school database. You can use SLG to update student details, contacts, medical information, meals and dietary information, travel information and ethnicity.

Please note: after submitting a data collection sheet for a child, the Data Collection Sheet hyperlink disappears from the My Children Links panel for that child. The hyperlink will become available again when the school has incorporated the changes that you submitted into the database.

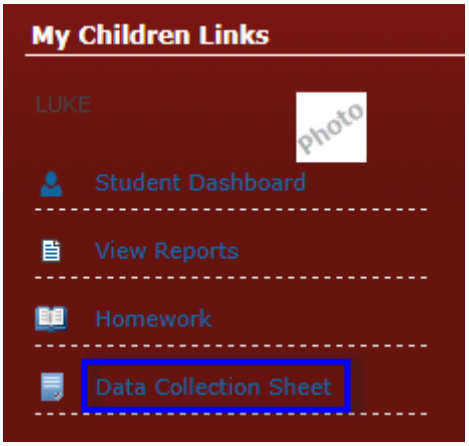
Entering Data Collection Sheet information

The **Data Collection Sheet** wizard can be used to review and update the information that the school stores for your child/children.

You must complete each step of the wizard. If there are no updates required for a particular page of the wizard, click the **Save and Continue** button to advance to the next page.

1. Click on **My Children Dashboard.**

2. Under **My Children Links** panel, click the **Data Collection Sheet** hyperlink to display the **Welcome** page of the **Data Collection Sheet** wizard.

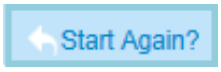


Saint George's CE School
DATA COLLECTION SHEET
Welcome
Name
Year 9, Blue 2, Blue
Welcome
Welcome to the data collection wizard. This wizard is designed for you to check and update key information held by the school about your child so that the school have current information on their records.
Student Details
Basic details of your child eg preferred name, address and date of birth
Contacts
Basic details of contacts associated to your child
Medical
Medical information eg medical practices and medical conditions
Dietary & Meal
Dietary information eg meal choices and dietary preferences
Travel
Information about how your child gets to school, travel route
Ethnicity
Ethnicity and culture details about your child eg nationality, first language
Parental Consent
Ensure the school has up to date consent on school activities involving your child
Finish
Review changes and submit to school for processing

NOTES:
At any point of the **Data Collection Sheet** wizard, click **>** to navigate to the next page, **<** to go to the previous page, or **Start Again?** to begin the **Data Collection Sheet** wizard again without saving any changes.

Next page

Previous page

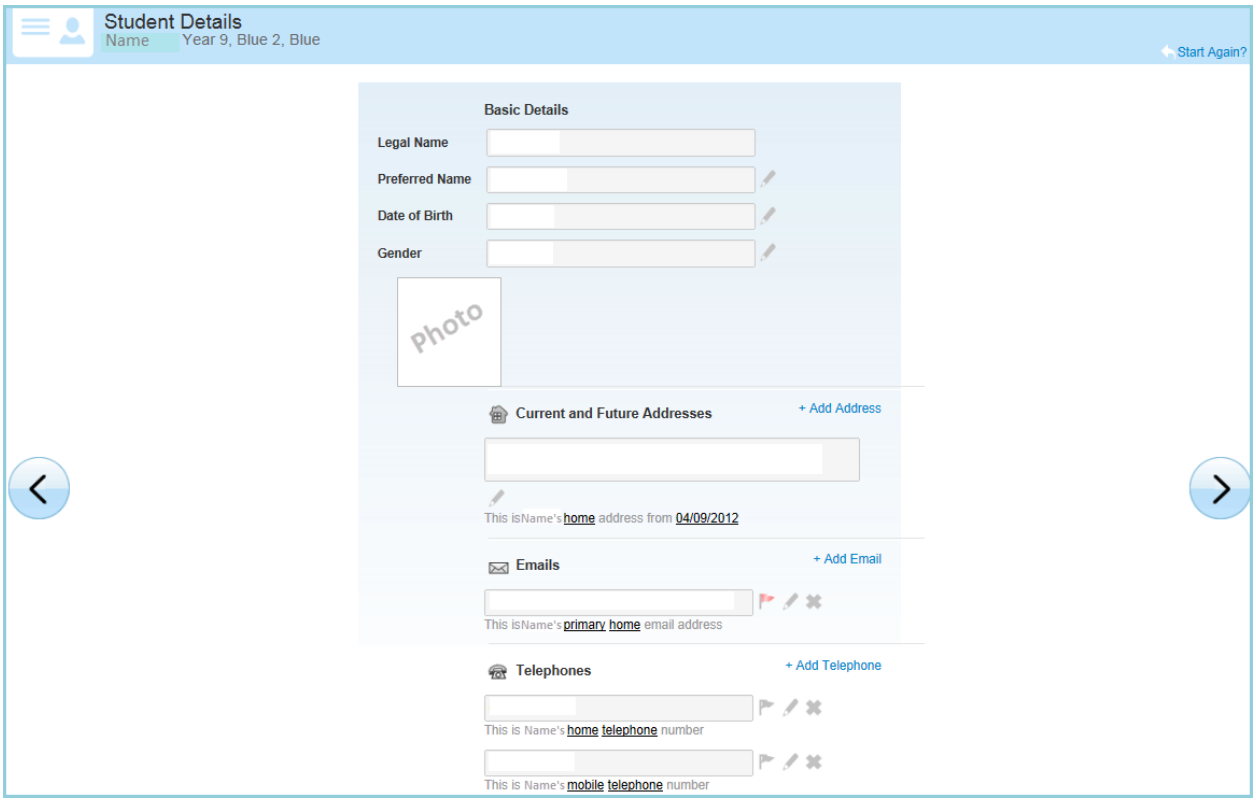


Begin the **Data Collection Sheet** wizard again without saving changes

The **Data Collection** screenshots on the following pages do not contain any student data. When you access the wizard, it will contain your child's data as stored on SIMS.

Entering student details

The **Student Details** page enables you to review and edit your child's name, date of birth, gender, addresses, email addresses and telephone numbers. The details in the screenshot below are blank, but the fields will be populated with the data currently stored on the School Information Management System (SIMS) for your child.

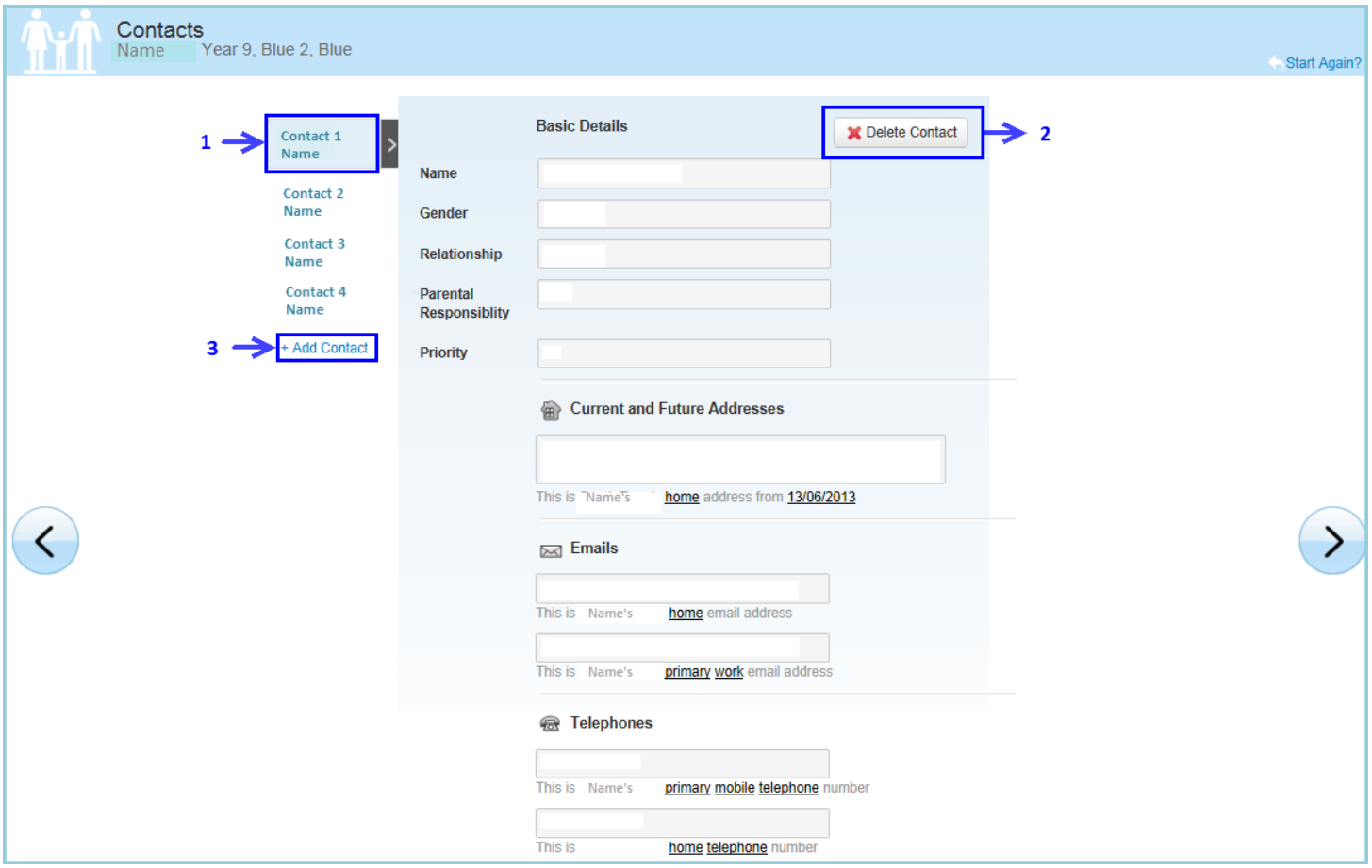


NOTES:
All students require a current home address. It is not possible to have multiple home addresses at the same time. However, you can add a home address with a future **Start Date** if, for example, you know that you will be moving house on a specific day.

If you choose to edit a home address, you will be asked if you would like to update all the contacts that also live at the current address. Select the check box next to each person to whom you wish to apply the address changes.

Entering contact information

The **Contacts** page enables you to review and edit the basic details, addresses, email addresses and telephone numbers of the contacts for your child.

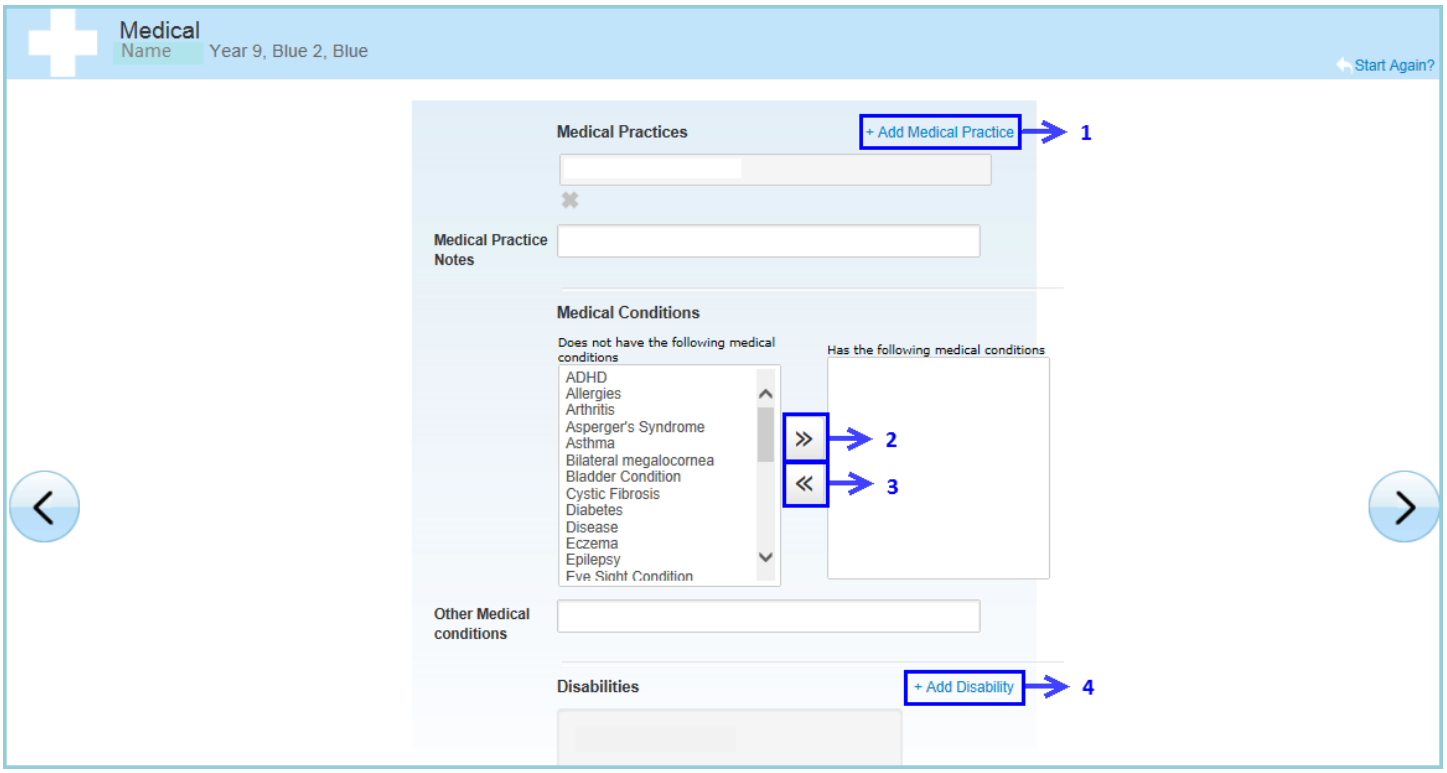


The details in the screenshot above are blank, but the contact detail fields will be populated with the data currently stored on the School Information Management System (SIMS) for your child.

1	The names of all contacts stored on SIMS for your child will be listed. Click the name of the relevant contact you wish to edit and update as necessary.
2	To delete a contact, first select the relevant contact name and click **X Delete Contact**.
3	To add a new contact, click **+ Add Contact** and enter the contact's details.

Entering medical information

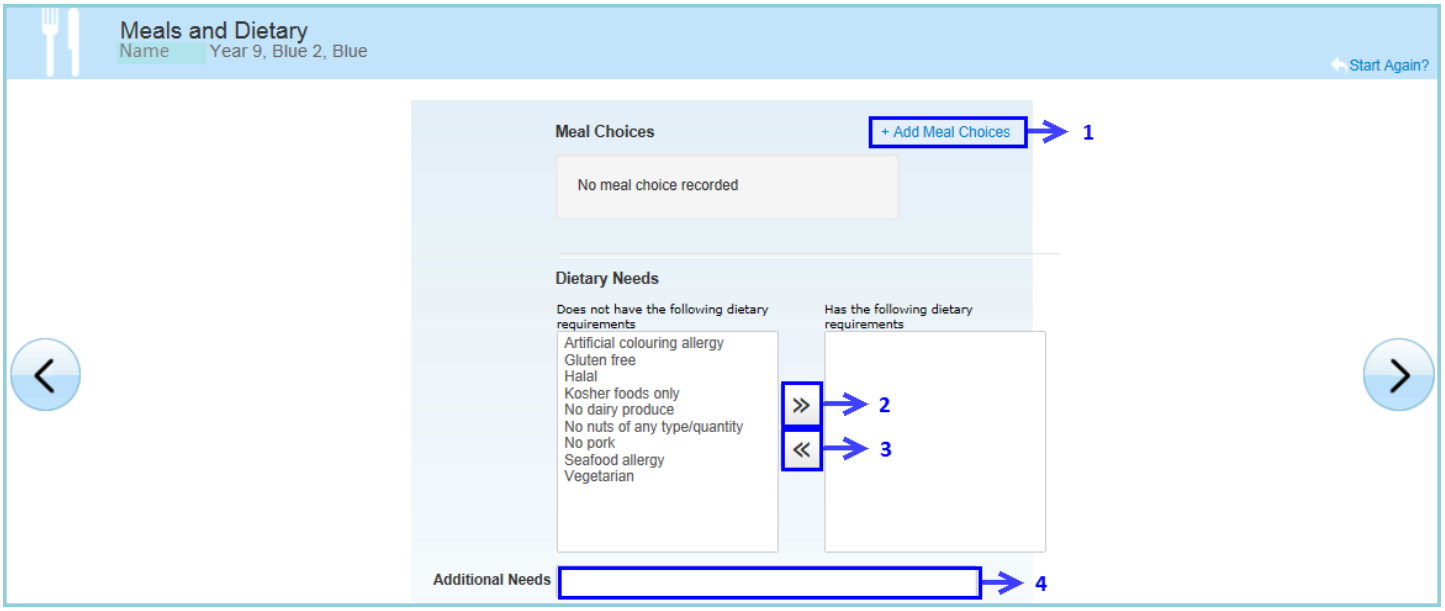
The **Medical** page enables you to review and edit the information about the medical practice with which your child is registered and any medical conditions or disabilities that your child has.

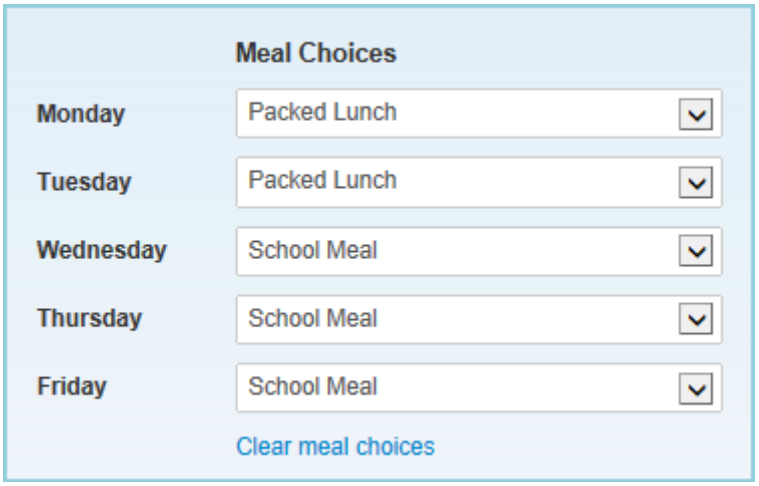


1	To select a medical practice, click **+ Add Medical Practice** and select the relevant practice from the drop-down list that appears.
2	To add a medical condition, select the condition from the list and click the **right scroll arrow >>.**
3	To remove a medical condition, select the relevant condition from the box **Has the following medical conditions** and click the **left scroll arrow <<**.
4	To add a **Disability**, click **+ Add Disability** and select from the drop-down list that appears.

Entering meals and dietary information

The **Meals and Dietary** page enables you to review and edit your child's meal schedule (e.g. Home, Packed Lunch, Other School etc.) for each day of the week as well as to enter other dietary requirements.

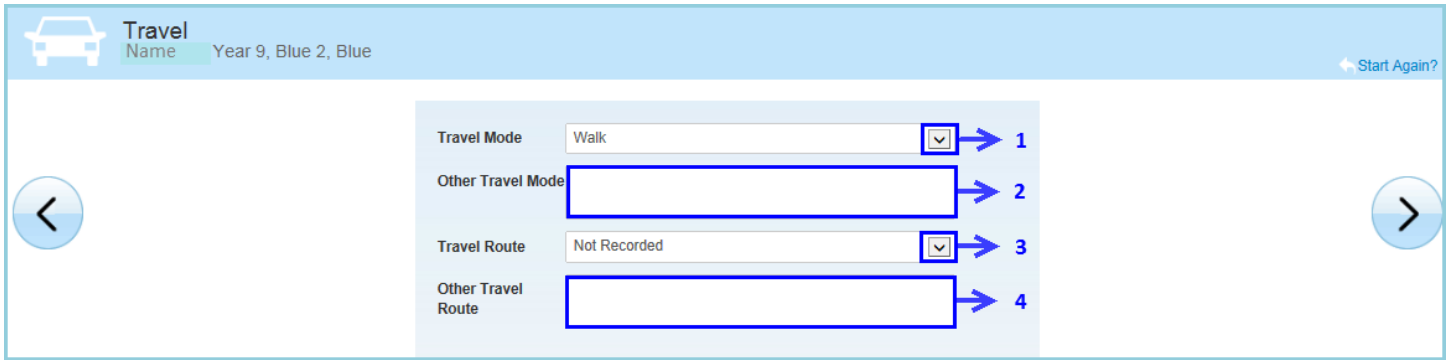




1	To add a meal choice, click **+ Add Meal Choices**. Each day of the week is listed with a drop-down arrow to select the relevant meal choice. Click **Clear meal choices** if you wish to clear all choices.
2	To add a dietary need, select the need from the list and click the **right scroll arrow >>.**
3	To remove a dietary need, select the relevant need from the box **Has the following dietary requirements** and click the **left scroll arrow <<**.
4	Type any relevant additional dietary needs in the **Additional Needs** box.

Entering travel information

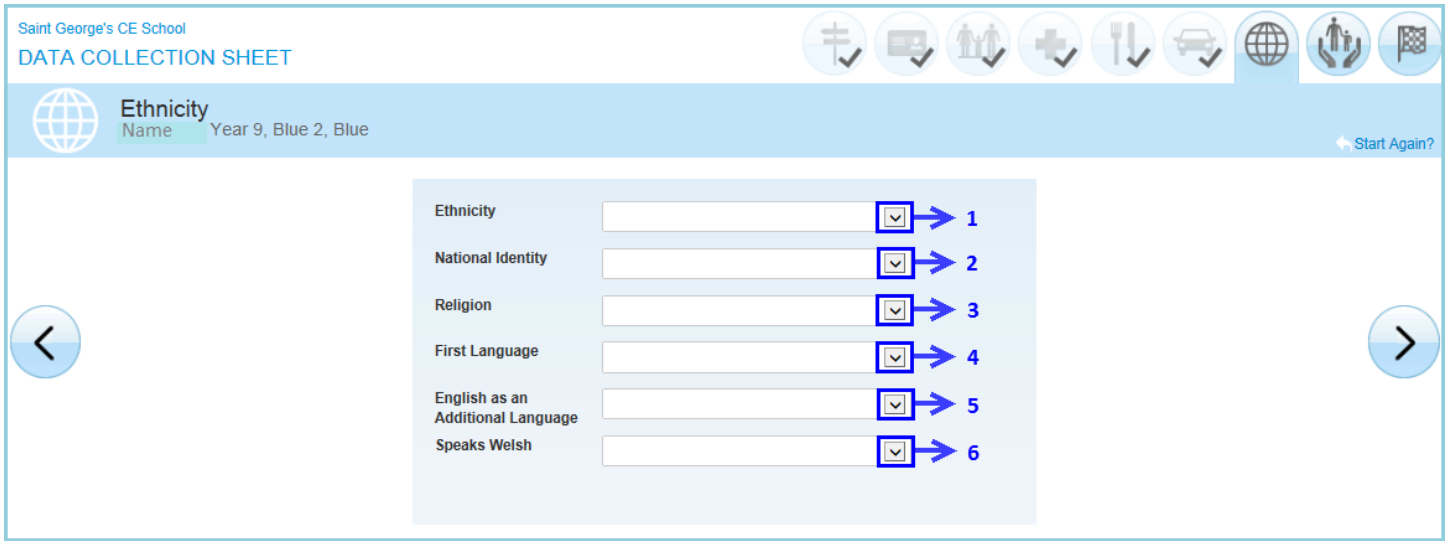
The **Travel** page enables you to review and edit your child's travel information, including **Travel Mode** and **Travel Route**.



1	**Travel Mode** – select the relevant mode from the drop-down list.
2	**Other Travel Mode** – enter any relevant notes.
3	**Travel Route** – select the relevant bus or coach route from the drop-down list.
4	**Other Travel Route** – enter any relevant notes.

Entering ethnicity information

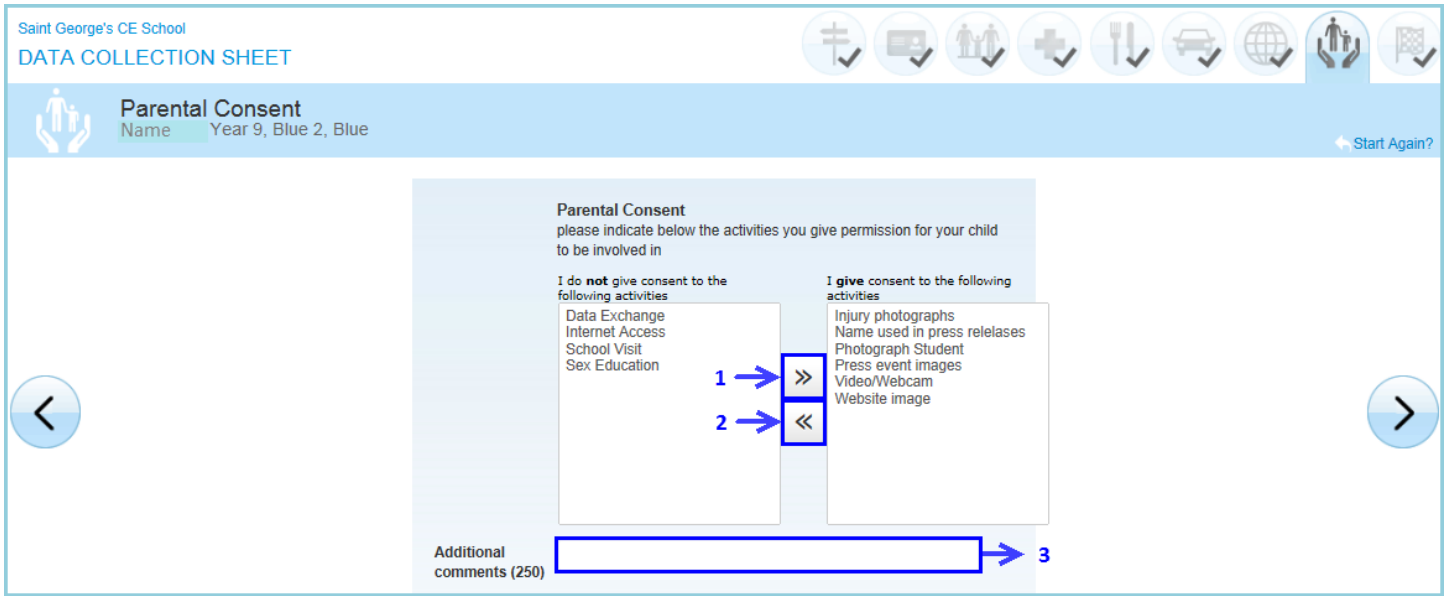
The **Ethnicity** page enables you to review and edit details of your child's ethnic and religious background.



1	**Ethnicity** – select the relevant ethnicity from the drop-down list.
2	**National Identity** – select the relevant National identity from the drop-down list.
3	**Religion** – select the relevant religion from the drop-down list.
4	**First Language** – select the relevant first language from the drop-down list.
5	**English as an Additional Language** – select yes or no from the drop-down list.
6	**Speaks Welsh** – select from the drop-down list.

Parental consent

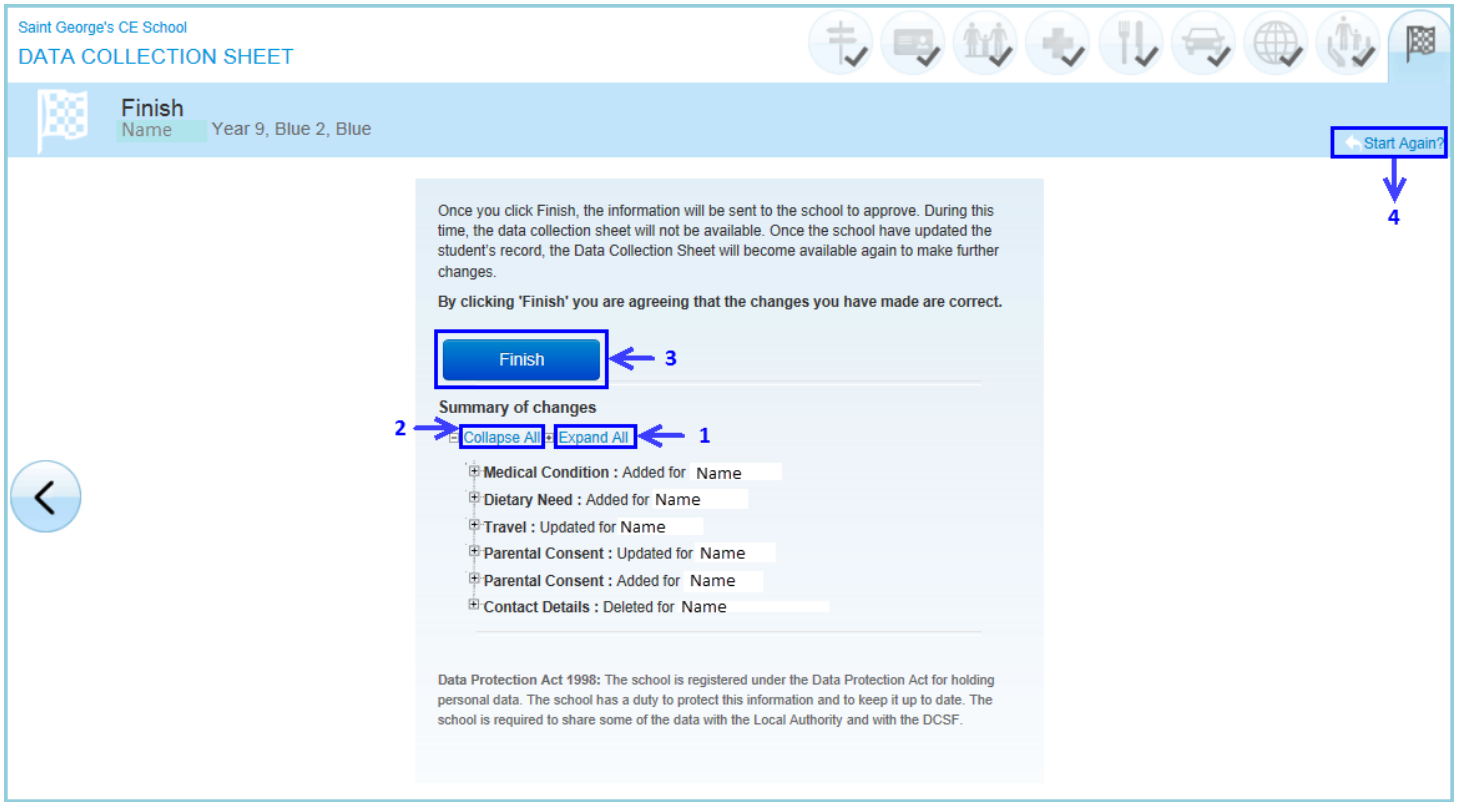
The **Parental Consent** page enables you to review and edit the activities you give permission for your child to be involved in.



1	To **add** your consent for an activity, select the relevant activity from the box **I do <u>not</u> give consent to the following activities** and click on the right scroll arrow >>.
2	To **withdraw** your consent for an activity, select the relevant activity from the box **I <u>give</u> consent to the following activities** and click on the left scroll arrow <<.
3	**Additional comments** – enter any additional notes here.

Reviewing and submitting data sheet information

The **Finish** page enables you to review the changes that you have made throughout the wizard before submitting them to the school.


Saint George's CE School
DATA COLLECTION SHEET
Finish
Name
Year 9, Blue 2, Blue
Start Again?
4
Once you click Finish, the information will be sent to the school to approve. During this time, the data collection sheet will not be available. Once the school have updated the student's record, the Data Collection Sheet will become available again to make further changes.
By clicking 'Finish' you are agreeing that the changes you have made are correct.
Finish
3
Summary of changes
2
Collapse All
Expand All
1
Medical Condition : Added for Name
Dietary Need : Added for Name
Travel : Updated for Name
Parental Consent : Updated for Name
Parental Consent : Added for Name
Contact Details : Deleted for Name
Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

1	Click **Expand All** to expand the summary tree below.
2	Click **Collapse All** to close the summary tree below.
3	If you agree that the changes you have made are correct, click **Finish** to submit the changes.
4	If you are not happy with the changes you can either select the left scroll arrow **<** to go to previous pages and review/amend the changes or click on **Start Again?** to begin the **Data Collection Sheet** wizard again.

Experiencing difficulties logging in or using SLG

If you have any problems with logging in to SLG or any other aspect of the site, or have forgotten your username, please contact the SLG support team at SLG@saintgeorgescofe.kent.sch.uk.

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